DOCUMENT RESUME

ED 075 063 LI 004 302

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TITLE Library Labor Cost Accounting System.
INSTITUTION California State Univ. and Colleges, Los Angeles. Office of the Chancellor.
PUB DATE 72
NOTE 104p.;(0 References); Library Systems Project (LSP)

EDRS PRICE MF-$0.65 HC-$6.58
DESCRIPTORS *Cost Effectiveness; Labor Economics; *Library Automation; Library Expenditures; *Library Networks; *Library Technical Processes; Systems Analysis
IDENTIFIERS *Library Labor Cost Accounting System

ABSTRACT

The Library Labor Cost Accounting System will provide visibility on current costs of manually processing library materials, at each campus as well as system-wide. The scope of the study includes the following: (1) 100 individual activities, grouped into 14 functional areas, e.g., Ordering, Receiving; and into 3 major operations: Acquisitions, Cataloging, Administration; (2) Hours spent and hourly rate, extended to dollar cost; (3) Level of skill, e.g., professional librarian, clerk, etc.; (4) Media, e.g., books, periodicals, A/V; and (5) Average unit cost as well as total cost. Output from the study will consist of three summaries and a detail report. Each summary report consists of one page, and reflects all nineteen campuses. The detail report displays statistics on each activity, for each media, for each campus. In addition to demonstrating current costs, the study should provide a basis for examining the cost-effectiveness of potential automation of various library activities. To accommodate this later application, the system makes extensive use of tables. Three programs are being prepared, to input the raw data and output the reports. It is envisioned that these programs may also be utilized for examining other library costs, such as circulation control, should that prove desirable. (Author/NH)

ED 075063

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LIBRARY LABOR COST ACCOUNTING SYSTEM

LIBRARY SYSTEMS PROJECT

(LSP)

Office of the Chancellor
The California State University and Colleges

1972

LI 004 302

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Section 1

APPROVAL

The California State University and Colleges
Office of the Chancellor
Library Systems Project

lsp

LIBRARY SYSTEMS PROJECT

APPROVAL SHEET

SYSTEM: Library Labor Cost Accounting System

PROGRAM ID/NAME: D500-004 EDIT; D500-006 MERGE; D500-008 FORMAT

DATE: 10/16/72

APPROVAL SIGNATURE:

LIBRARY SYSTEMS PROJECT

INFORMATION SYSTEMS

Daniel C Del Fosio

ANALYST

Section 2

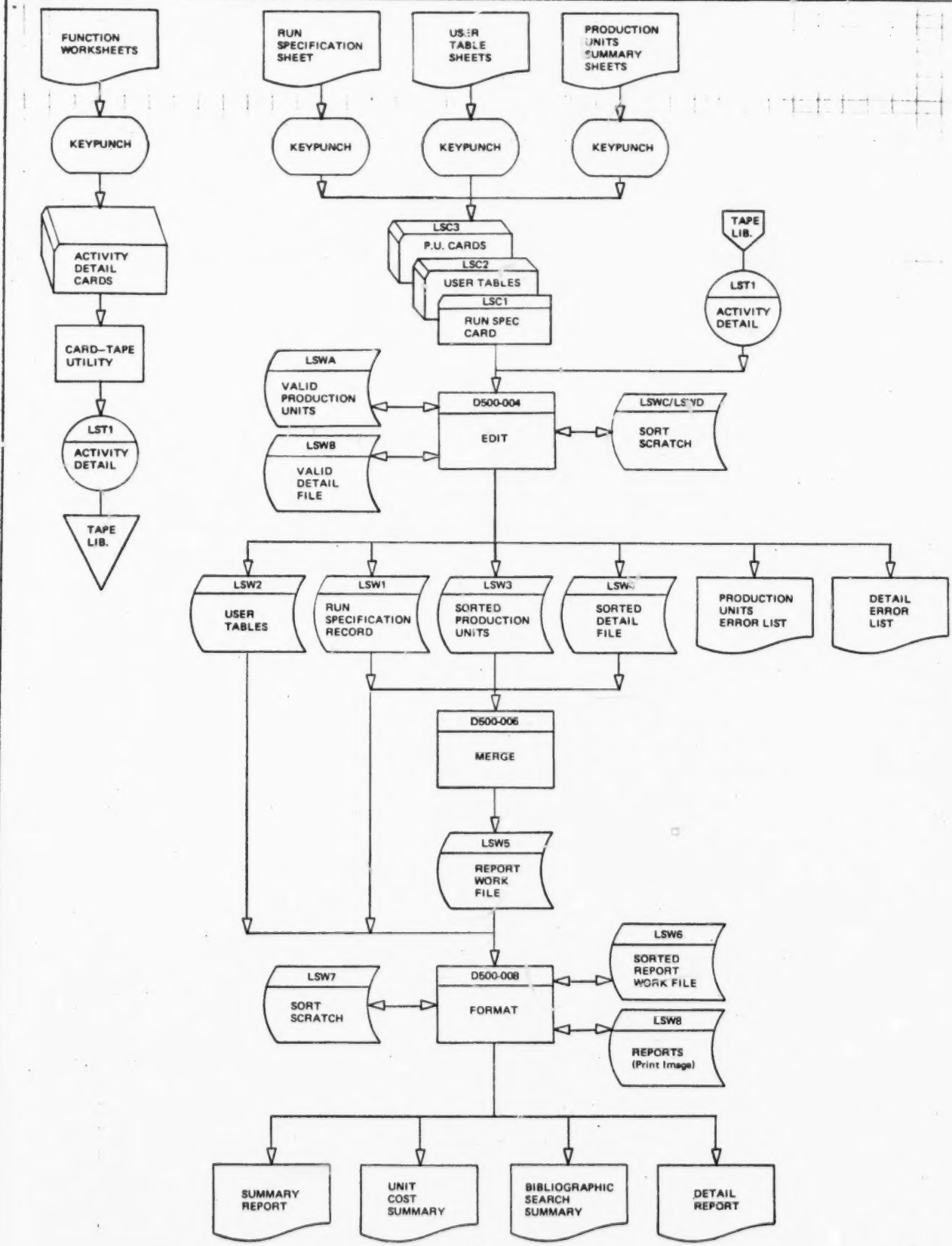
SYSTEM AND PROCEDURE CHART

	NAME	DATE
PREPARED	Dan Du Bois	29AUG72
CHECKED		
APPROVED		

lsp

PAGE 1 OF 1

LIBRARY LABOR COST ACCOUNTING SYSTEM
SYSTEMS AND PROCEDURES CHART



Section 3

NARRATIVE

The California State University and Colleges

Division of Information Systems

Project Abstract

Project Area: Library Systems
Project Title: Library Labor Cost Accounting System
Project Code: D500
Project Date: August 1, 1972

Project Description: The Library Labor Cost Accounting System will provide visibility on current costs of manually processing library materials, at each campus as well as system-wide. The scope of the study includes the following:

- 100 individual activities, grouped into 14 functional areas, e.g., Ordering, Receiving; and into 3 major operations: Acquisitions, Cataloging, Administration.
- Hours spent and hourly rate, extended to dollar cost.
- Level of skill, e.g., professional librarian, clerk, etc.
- Media, e.g., books, periodicals, A/V.
- Average unit cost as well as total cost.

Output from the study will consist of three summary and a detail report. Each summary report consists of one page, and reflects all nineteen campuses. The detail report displays statistics on each activity, for each media, for each campus.

In addition to demonstrating current costs, the study should provide a basis for examining the cost-effectiveness of potential automation of various library activities. To accomodate this later application, the system makes extensive use of tables.

Project Plan: Three programs are being prepared, to input the raw data and output the reports. Previously, source documents were prepared by library personnel at each campus, covering a period of twelve continuous weeks. These source documents are now being keypunched. It is anticipated that the reports will be produced sometime in September, 1972.

It is envisioned that these programs may also be utilized for examining other library costs, such as circulation control, should that prove desirable.

Project Resources

Project Leader: Dan Du Bois

Estimated Effort: 28 man days

3.2

SYSTEM NARRATIVE

The attached Project Abstract provides a general overview of what the system accomplishes. This narrative briefly describes the input source documents, the output reports, the intermediate work files, and the processing functions of each program. These components are as follows:

SOURCE DOCUMENTS

1. Run Specification Sheet
2. User Tables
3. Production Units Summary Sheets
4. Function Worksheets (for capturing Activity Detail)

INPUT FILES

1. Run Specification Card
2. User Table Card File
3. Production Unit Card File
4. Activity Detail Tape

OUTPUT REPORTS (All except #5 are optional per Run Specs)

1. Summary Report
2. Unit Cost Summary
3. Bibliographic Search Summary
4. Activity Detail Report
5. Production Units Error List
6. Activity Detail Error List
7. Sorted Detail Error List

WORK FILES

1. Valid Production Units File (unsorted and sorted)
2. Valid Detail File (unsorted and sorted)
3. Report Work File (unsorted and sorted)

PROGRAMS

1. Utility Card to Tape
2. D500-004 Edit
3. D500-006 Merge
4. D500-008 Format

The remainder of the narrative consists of a brief discussion of each of the above components.

SOURCE DOCUMENTS

I. RUN SPECIFICATION SHEET

This document is prepared by the individual who is responsible for liaison with EDP operations. When keypunched, one Run Specification Card is input for each run of the system. It controls all options that may be exercised by the user. These options are described completely elsewhere in the documentation. This document is a mandatory input.

II. USER TABLES

As the name implies, user tables are formulated entirely by the user to meet his own unique requirements. This includes the choice of codes/literals, and the number of entries in each table. No special source document is required; any multi-purpose 80-column keypunch sheet will do. Formats are as shown in the record layouts. Each table entry, when keypunched, becomes one 80-column card. The User Tables are then input to the system and retained on a disk file. This disk file may be saved, or may be re-written in a subsequent run by re-inputting the table cards. The purpose and function of each table is as follows:

Table T1 - Library Table.

There is an entry in this table for each library participating in the Cost Study. Each participating library is represented by a two-position code; this is the same code used by each participant to identify itself on Production Unit Summary Sheets and Function Worksheets. In each table entry, this two-position Library Code is associated with a one-character alpha literal, to be used for display in all reports. The function of the Library Table is two-fold:

1) to validate input from Production Units, and Function Worksheets;
2) To disguise the identity of participating libraries on the output reports.

Table T2 - Media Table.

There should be an entry in this table for each medium represented in the Cost Study, e.g., books, phonodisks, periodicals. Each table entry contains a media code, and a display literal. The range of media to be included in the Cost Study must be determined by the user at the outset. The codes utilized are the same as those used by participants when filling out worksheets. The display literals appear in the various report headings. Note that discrete EDP runs may examine each medium selected, or include all media, per Run Specification option. This table is used internally for edit validation of input from participants, and for translation of codes for display on reports.

SOURCE DOCUMENTS

II. USER TABLES (cont'd)

Table T3 - Class Code Table

Worksheets from participants contain a four-digit Employee Classification Code. The number of allowable Class Codes is potentially open-ended; each must be represented by an entry in this table for edit validation. Each table entry also contains a "Class Type," which identifies the entry as one of four major categories, i.e., Professional Librarian, Library Assistant, Clerical, and Student Assistant. This Class Type is used in conjunction with Table T8 for display on output reports.

Table T4 - Operation Table

The function of this table is to equate a one-digit operation number (which is carried by internal work files) with an appropriate display literal to be used as a sub-heading on the Detail Report. Entries in this table must be placed in ascending sequence by the one-digit operation number. This table is also used internally, in conjunction with Tables T5 and T6, to organize separate work activities into hierarchies, with "Operation" the highest level. Each Operation can include several Functions, each of which can include several Activities. The Activity Detail Report produces subtotals on each Function, as well as subtotals on each Operation. This table provides the user with an easy method of specifying the scope of each Operation.

Table T5 - Function Table

The function of this table is to equate a one-character alpha "Function Code" with an appropriate display literal to be used as a sub-heading on the Detail Report. Entries in this table must be placed in ascending sequence by the one-character Function Code. This table is also used internally, in conjunction with Tables T4 and T6, to establish hierarchies among the various individual Activities; see the above discussion of Table T4, and the following discussion of Table T6. Table T5 provides the user with an easy method of specifying the scope of each Function.

Table T6 - Activity Code Table

The Function Worksheets which are filled out by the participants contain a separate line for each activity to be included in the Cost Study. Each line on the Worksheet is identified by a unique number at the left margin (see the Worksheet samples). When transcribed by data conversion, each line on the worksheet becomes a separate 80-column card, and the activity number on the source document is keypunched as "Activity Code." Note that on the Function Worksheets, the term "Other (specify)" frequently appears -- see #6, #15, #29, etc. Our own participants elected

SOURCE DOCUMENTS

II. USER TABLES (cont'd)

to further break these down into (for example) #6A, #6B, etc. Therefore, "Activity Code" is defined as a three-character alphanumeric field, and therefore cannot be used for sequence manipulation. Table T6 provides the user with the means of establishing the sequence in which the various activities are to appear on the Detail Report, as well as the ability to rearrange that sequence merely by rearranging the entries in Table T6. Internally each table entry is assigned an ascending sequence number; the latter is then utilized for internal processing.

The system utilizes Table T6 for the following functions:

1. Each activity number on the Function Worksheets to which time is charged, must be supported by a table entry for edit validation.

2. The display literal in each table entry will appear on the Detail Report as the identification of that line item.

3. Each activity appears on the Detail Report in the same order as its place in Table T6. Moreover, each activity in the table will always appear in the report even when there are no time/money accums for that activity.

4. Each entry in the table contains an Operation Code and a Function Code, reflecting the placement of that activity in the hierarchy. On the Detail Report, a subtotal is printed at the end of each function, summing all activities for that function. Another subtotal is printed at the end of each operation, summing all functions within that operation. Therefore, table entries must be grouped in ascending sequence by Operation Code and Function Code; this is the only restriction on the structure of the table. Entries within a function may be in any sequence desired by the user. See the above discussions of Table T4 and T5.

Table T8 - Class Type Table

There can be a maximum of four entries in this table as the system is currently programmed; however, there can be less than four. The display literals from each table entry appear as column headings on the Detail Report. The Class Type Code in each T8 table entry supports the corresponding code in each Table T3 Class Code Table entry. The idea is to separate a potentially large number of Employee Classifications into a maximum of four major types, e.g., Professional, Clerical, etc.

SOURCE DOCUMENTS

III. PRODUCTION UNITS SUMMARY SHEETS

The purpose of this input is to gather statistics which will be used solely in computing unit costs for the Summary Reports. The procedure followed by the original users was to fill out one sheet per library at the end of each week. This procedure permitted the selection of an individual week for scrutiny; however, the time span could be larger or smaller at user discretion.

The sheet contains fields for entering the number of units processed, for each of a variety of functional areas, and for a variety of selected media. The system then uses these unit volumes in conjunction with the time/rate/dollar costs accumed for activity detail, to compute unit costs. The formulae used are shown in the documentation on Factorials (which see).

The data from these sheets are keypunched in the record format shown for Production Unit Cards. The format of the sheets could be improved, since the keypunch procedure is somewhat clumsy. For the existing form the following keypunch procedures are necessary:

1. Translate "College" to a two-digit library code (supported by an entry in Table T1).

2. Translate "Date" to a two digit week code.

3. Translate the various media headings (Books, Periodicals) to a one-position Media Code (supported by an entry in Table T2), punch one cardset per media column, and ignore "Total" column; or: punch one cardset per sheet using the "Total" column only, and ignore the separate media columns.

4. Label the boxes in each column with alpha field code "A" thru 'K', and prefix the amount in each box with its corresponding field-code. Punch fields 'A' thru 'G' into the first card (cardtype 'A') and fields 'H' thru 'K' into the second card (cardtype 'B').

SOURCE DOCUMENTS

IV. FUNCTION WORKSHEETS

The purpose of this input is to capture the time spent by each employee for each task to be included in the cost study, and the resulting dollar cost. Time is rounded to the nearest quarter-hour; example: two hours and forty minutes is entered as "2.3", and keypunched as "0230". It is expected that each employee will fill out a sheet for each task, and therefore may enter information into several sheets during the day. Since the accuracy of the reports depend on completeness, all members of the staff must be involved in completing these forms.

Approximately 100 different tasks (activities) were included in the original study, resulting in 18 separate forms which differ in content, but not in format.

Activity Detail Cards are keypunched from these sheets, using the following procedures:

1. One card per activity is punched. The Activity Number is punched into the Activity Code field, right justified, zero fill. Each Activity Code utilized must be supported by an entry in Table T6.

2. "College" is translated into a two-digit Library Code (supported by an entry in Table T1).

3. "Week Dates" is translated into a single two-digit week code.

4. "Employee Identifier" is translated into a one-position code: "P" for Public Services; "T" for Technical Services.

5. "Classification" is entered as a four-position Employee Class Code (supported by an entry in Table T3).

6. "Monthly Salary" is translated to "Hourly Rate." (This is a deficiency of the form; the system expects "Hourly Rate.")

7. "Media" is absent from the form; if used, must be entered on each form.

3.4

UTILITY CARD-TO-TAPE

Input: Activity Detail Cards

Output: Activity Detail Tape

When all Function Worksheets have been keypunched, the cards are tranferred to tape via a utility program for input to program D500-004 Edit.

PROGRAM D500-004 EDIT

Input Files

1. Run Specification Card
2. User Table Cards
3. Production Units Cards
4. Activity Detail Tape

Output Files

1. Run Specification Record
2. User Tables
3. Sorted Production Units File
4. Sorted Detail File
5. Production Units Error List
6. Detail Error List

Work Files

1. Valid Production Units File
2. Valid Error File

I. Card File Processing

The three card files are handled as one file with three types of input. When all three types are present, they must be received by the program in the order shown above. The last card must contain "/*" in Col. 1-2 to signal end of file.

II. Run Spec Card

This is a mandatory input. It is re-written upon disk for use by subsequent programs. No editing is performed on it; therefore, the user must exercise care in its preparation.

III. User Table Cards

This is an optional file. When present, it is re-written upon disk for use by subsequent programs. When absent, the program assumes the disk file created by a previous run will still be available, and reads the file into memory for use during edit processing. No editing or sorting is performed; therefore, the user must use care in preparation of the User Tables card file.

IV. Production Unit Cards

This is also an optional input. When absent, the system assumes that a previous run has validated all P.U. records, that the disk file "Sorted P.U. File" exists for use by subsequent programs, and that this disk file is complete, i.e. contains all P.U. records with no Run Spec selection having been performed on it.

PROGRAM D500-004 EDIT

IV. Production Unit Cards (cont'd)

The program edits each P.U. card according to criteria described in "Edit Instructions, Production Unit Input" (which see). Cards which are free of errors are re-written onto a temporary disk work file "Valid P.U. File." Cards containing errors are dropped, but displayed on the Production Unit Error List together with an error code number and a brief diagnostic for each error located. In addition, the presence of any Production Unit Error will cause the program to abort at end of input, and prevent further processing by the rest of the system. There is a Run Spec option to override this abort condition, but it is advised that this option not be used, and that any P.U. errors be corrected and re-input; unit volumnes impact so heavily upon computations that realistic results are contingent upon clean and complete Production Unit input.

V. Activity Detail Tape

This is also an optional input. When absent (signalled via Run Spec option), the program assumes that a previous run has processed the file, and that a disk file "Sorted Detail File" exists for use by subsequent programs.

The program edits each record according to criteria described in "Edit Instructions, Detail Records" (which see). Records which contain errors are dropped from further processing, but are displayed on the Detail Error List, together with an error code and brief diagnostic for each error located. Certain types of errors do not cause rejection; the invalid field is replaced with default values, and an appropriate diagnostic is printed on the Detail Error List.

Each input record is scanned for selection according to criteria specified by the Run Spec Sheet. Records which do not qualify are dropped from further processing. Note that this file must be re-input whenever it is desired to exercise different selection criteria on the Run Specs Sheet. This is because several of the fields which are subject to selection criteria are not included in the output record format.

Records selected for output processing are reformatted to the Valid Detail File on temporary disk. Output processing replaces input fields with the corresponding codes from the User Tables, and collapses hours and dollar cost.

At end of input, the Valid Detail File is sorted, and the Sort Output Procedure further collapses the file to one record per key (Library/Media/Activity Sequence Number/Class Type), with a summation of hours, and dollar cost.

PROGRAM D500-006 MERGE

Input Files

1. Run Specification Record
2. Sorted Production Unit File
3. Sorted Detail File

Output File

1. Report Work File

I. Run Specification Record

The program uses run specification options to select a subset of the Production Units File for processing; or to accept the entire file when no selection options have been requested. This eliminates the necessity of re-inputting the P.U. card file each time a different set of selection options are desired. The constraint is that in order to produce meaningful results, the existing P.U. file must be complete; i.e., the run which created it must have excluded any selection processing. Note that this treatment of the P.U. file differs from file LST1 Activity Detail Tape; LST1 must be input each and everytime the system is run.

II. Merge Processing

The two input files are merged on Library Literal only. Each file is read, and amounts accumulated, until a control break on Library occurs. If a library is missing from one of the files, a warning diagnostic is printed, but report processing continues. At the end of input for each library (both files), the resulting accumulations are processed to produce Summary Report records on the Report Work File.

III. Summmary Reports Processing

Each of the three Summary Reports are one-page documents, and each report contains a single line per library. In order to highlight comparisons between the various libraries, selected columns on the reports formats will indicate the library with the lowest cost (or unit cost), the library with the highest cost, and the median, for that particular column item. See the Summary Reports layouts.

This Hi-Lo-Median feature dictated the following approach in the Merge Program:

A. Each report is a matrix, libraries arrayed on the vertical axis, and factorial items on the horizontal.

B. Each member of the array is computed and written as a separate record on the Report Work File. The program holds the accumulations for one library at a time, and manufactures

PROGRAM D500-006 MERGE

III. Summmary Reports Processing (cont'd)

for each report as many report records for the library as there are columns in that report. Each output record, therefore, identifies its column, its library, and the report to which it belongs.

The following program (D500-008 FORMAT) will sort the Report Work File to the sequence such that, for each column, the first library record received for the column contains the lowest amount in the factorial field, the last record for the column contains the highest, and the middle record the median. In order to figure which record is the median, the next program must be informed of the number of items that will appear in each column. Therefore, the Merge Program, at the conclusion of the run, produces a special record which indicates the number of libraries processed in the run. When sorted, this special record (Header Record) will be the first record on the Sorted Report Work File. This enables the next program to append the Hi-Lo-Median indication at the time when each member of the array is formatted to its report.

The method of computation used to produce each Summary Report Work Record is shown in the "Factorials" section (which see); the numerator of each factorial indicates the Activity Codes to be included in the summation of dollar cost. The Merge Program is not driven by the User Tables. Therefore, the logic of accumulating the amount for each factorial type is hard-coded: the Activity Code of each Detail File record is repetitively inspected to determine whether it qualifies for each factorial. In other words, detail amounts are accumulated by factorial type, rather than by Activity Code. This means that, should another user wish to modify the factorials utilized, then the Merge Program will also have to be correspondingly modified. This should be relatively simple to do. The section on Factorials contains an example of a possible alternative method. The method chosen should reflect the unique characteristics of the library system. For example, a library in which one out of five orders is for an added copy, should have different formulae from a library in which most of the orders are for new titles.

IV. Detail Report Processing

Each record from the Detail File is re-written onto the Report Work File with no change.

D500-008 FORMAT

Input Files

1. Run Specification Record
2. User Tables
3. Report Work File

Output Reports

1. Summary
2. Unit Cost Summary
3. Bibliographic Search Summary
4. Detail Report

I. Run Specifications

Applicable options are:

1. Time only, dollars only, or both, to display on Detail Report
2. Subset of library respondents, up to five, to be included on all reports.

II. User Tables

Used for translation of codes to literals displayed on the reports.

III. Report Work File

The input file is sorted to report sequence. The header record, containing the number of libraries represented, is inspected to determine the median point in each column of the Summary Reports. For the latter, the sorted records for a column will appear in sequence by the ascending values of the factorials.

IV. Summary Reports

Work records are formatted in memory, and the entire page written at the end of input for each report.

V. Detail Report

A line will be printed for each activity in the Activity Table, regardless of the presence or absence of detail accumulations.

Each library, and each media in that library, constitutes a separate Detail Report; headings are modified, and page number reset to 1.

A sub-total is printed at the end of each function, consisting of a summation of activities contained in that function. A sub-total is printed at the end of each operation, consisting of a

PROGRAM D500-008 FORMAT

V. Detail Report (cont'd)

summation of functions contained in that operation. A total is printed at the end of all activities in the Activity Table. In addition, a total is printed at the end of activities in the first two operations, consisting of the summation of activities to that point; this is because the original user desired a summation of Acquisitions and Cataloging (the first two operations for this user). Other users may wish to eliminate the latter.

A primary purpose of this report is to provide visibility into how the library deploys its personnel: is the activity performed by an adequate skill level? Are professionals devoting to much time to clerical tasks? etc. etc..

Section 4

PROCESSING CONSIDERATIONS

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

LIBRARY LABOR COST ACCOUNTING SYSTEM

Summary - Factorials

Ordering = ORD TOTAL = Σ2,5,6,7,743,744,745,8,10,11,12,13,14,15,36,37,38

$$\text{UNIT} = \frac{\Sigma 2,5,6,7,743,744,745}{\text{"A" Units}} + \frac{\Sigma 8,10,11,12,13,14,15,36,37,38}{\text{"B" Units}}$$

$$\% = \frac{\text{ORD TOT}}{\text{LIB TOT}}$$

Cataloging = CAT TOTAL = Σ41,42,43,44,45,46,52,53,54,55,55a,56,57,58,59,60,61,47,48,49,50,51

$$\text{UNIT} = \frac{\Sigma 41,42,43,44,45,46,54,55,55a,56,57,58,59,60,61,47,48,49,50,51}{\text{"F" Units + "G" Units}}$$

$$+ \frac{\Sigma 52,53}{\text{"E" Units}}$$

$$\% = \frac{\text{CAT TOT}}{\text{LIB TOT}}$$

Processing = PRO TOTAL = Σ62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,82,85

$$\text{UNIT} = \frac{\Sigma 62,63,64,65,66,67,68,69,70,71,72}{\text{"H" Units}} + \frac{\Sigma 73,74,75,76,77,78,79,82,85}{\text{"I" Units}}$$

$$\% = \frac{\text{PRO TOT}}{\text{LIB TOT}}$$

Related Activities = REA TOTAL = (Σ1,16,18,19,20,21,22,23,24,25,26,27,28,29,30,31,33,34,32,35, 39,40,80,81,83,84,86,87,88,89,90,91,92,93)

$$\% = \frac{\text{REA TOT}}{\text{LIB TOT}}$$

Total = LIB TOT = ORD TOTAL + CAT TOTAL + PRO TOTAL + SUP TOTAL

ZERO FACTORIALS WILL DISPLAY AS "NO DETAIL", "NO UNITS", OR "NO DATA".

SUMMARY FACTORIALS

One Per Library

Summarize each column for grand total.

Compute for each column HI, LO & AVERAGE

Flag AFFECTED ENTRIES in each column where

HI = H
AVE = *
LO = L

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

LIBRARY LABOR COST ACCOUNTING SYSTEM

Unit Cost Summary Factorials

PROCESS REQUEST = $\frac{\Sigma 2,5,6,7,742,743,744,745}{\text{"A" Units}}$

TITLE ORDERED = $\frac{\Sigma 8,10,11,12,13,14,15,36,37,38}{\text{"B" Units}}$

TITLE RCVD = $\frac{\Sigma 16,18,19,20,21,22,23,24,25,26,27,28,29}{\text{"C" Units}}$

VOLUME RCVD = $\frac{\Sigma 16,18,19,20,21,22,23,24,25,26,27,28,29}{\text{"D" Units}}$

VOLUME ADDED = $\frac{\Sigma 52,53}{\text{"E" Units}}$

LC CATALOG = $\frac{\Sigma 54,55,55A,56,57}{\text{"F" Units}}$

ORIG CATALOG = $\frac{\Sigma 58,59,60,61}{\text{"G" Units}}$

CARD SETS = $\frac{\Sigma 62,63,64,65,66,67,68,69,70,71,72}{\text{"H" Units}}$

VOLUME PROCESS = $\frac{\Sigma 73,74,75,76,77,78,79,82,85}{\text{"I" Units}}$

VOLUME BOUND = $\frac{80}{\text{"J" Units}}$

VOLUME MEND = $\frac{81}{\text{"K" Units}}$

ZERO FACTORIALS WILL BE HANDLED AS IN SUMMARY REPORT.

UNIT COST SUMMARY FACTORIALS

One Line Per Library

Compute for each column HI, LO & AVERAGE.

Flag AFFECTED ENTRIES in each column where

HI = H
AVE = *
LO = L

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

LIBRARY LABOR COST ACCOUNTING SYSTEM

Bibliographic Search Summary Factorials

GENERAL SEARCH = Σ7,42,46

NUC SEARCH = Σ743,43

CARD SET SEARCH = Σ744,44

MCRS = Σ745,45

ZERO FACTORIALS WILL BE HANDLED AS IN SUMMARY REPORT.

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

LIBRARY LABOR COST ACCOUNTING SYSTEM

Activity Detail Factorials

-NOTES-

SEQUENCE - MAJOR - LIBRARY

- MEDIA (OPTIONAL)
- OPERATION
- FUNCTION

MINOR - ACTIVITY

SUMMATION TO OCCUR:

1. All activities within function on change of function - will be displayed as "SUBTOTAL" with "SUBTOTAL" literal to fall on same margin as function literal.

2. All functions within operation on change of operation - will be displayed as "SUBTOTAL" with "SUBTOTAL" literal to fall on same margin as operation literal.

3. The first two operations within library on change of "ADMINISTRATION" - will be displayed as "TOTAL" with "TOTAL" literal to fall on same margin as operation literal.

4. The "ADMIN" operation will be displayed on a separate page with subtotal and grand total. (Summary of total for "ACQ" and "CAT" with subtotal from "ADMIN".)

Page overflow within library is permitted except for change of operation between catalog and administration (see 4 above); on change of library a new page will be formatted.

ZERO FACTORIALS WILL BE DISPLAYED "NO DATA".

ALTERNATE SUMMARY FACTORIALS

$$\text{Ordering} = \text{UNIT} = \frac{\Sigma\ 1 \text{ thru } 6}{\text{"A" units}} + \frac{\Sigma\ 7 \text{ thru } 15}{\text{"B" units}} + \frac{\Sigma\ 17, 18, 19, 21 \text{ thru } 24, 26 \text{ thru } 29}{\text{"C" units}} + \frac{\Sigma\ 16, 20, 25}{\text{"D" units}} + \frac{\Sigma\ 35, 36}{.2 \text{ "B" units}} + \frac{\Sigma\ 37 \text{ thru } 40}{.1 \text{ "B" units}}$$

$$\text{Cataloging} = \text{UNIT} = \frac{\Sigma\ 41 \text{ thru } 46, 49, 56, 57}{\text{"F" units}} + \frac{\Sigma\ 47, 48, 50, 51, 54, 55}{\text{"F" units} - \text{"G" units}} + \frac{\Sigma\ 58 \text{ thru } 61}{\text{"G" units}} + \frac{\Sigma\ 52, 53, 55A}{\text{"E" units}} + \frac{\Sigma\ 86 \text{ thru } 93}{\text{"F" units}}$$

$$\text{Processing} = \text{UNIT} = \frac{\Sigma\ 62, 66 \text{ thru } 69}{\text{"H" units}} + \frac{\Sigma\ 63, 64}{\text{"G" units}} + \frac{65}{.1\ (\text{"F" units} - \text{"G" units})} + \frac{\Sigma\ 70, 71, 72}{.5 \text{ "F" units}} + \frac{\Sigma\ 73 \text{ thru } 78}{\text{"I" units}} + \frac{79}{.3 \text{ "I" units}} + \frac{\Sigma\ 72A \text{ thru } 72E}{\text{"E" units}}$$

$$\text{Support} = \text{TOTAL} = \Sigma\ 80 \text{ thru } 85, 94 \text{ thru } 99$$

Note that several of the Production Unit totals appear in more than one place.

4.2.1

MEDIA CODES

SOURCE CODE	OBJECT MEDIA LITERAL
~~Ø~~	All media
Ø	Books and Serials
1	Periodicals
2	A-V
3	Microform
4	Curriculum

CLASS CODES

SOURCE CODE (CLASSIFICATION)	CLASS TYPE (TABLE T8)	OBJECT STAFF LEVEL (TABLE T3)
1112	3	Clerk
1125	"	"
1126	"	"
1127	"	"
1133	"	"
1418	"	"
15Ø6	"	"
15Ø9	"	"
187Ø	4	Student Assistant
19Ø7	1	Professional
19Ø8	"	"
1985	3	Clerk
29ØØ	1	Professional
29Ø1	"	"
29Ø2	"	"
29Ø3	"	"
29Ø4	"	"
29Ø5	2	Library Assistant
29Ø6	"	"
2911	1	Professional
2975	3	Clerk

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES -
LIBRARY LABOR COST ACCOUNTING SYSTEM
ACTIVITY LITERALS

17 MAY 1972

Code	Literal	Function	Operation
001	MAIL	A. Prelim	I. Acquis
002	REQUEST	"	"
005	TYPE	"	"
006	OTHER	"	"
007	SEARCH	B. Order	"
742	SEARCH	"	"
743	NUC	"	"
744	NCRS	"	"
745	CARD SET	"	"
008	VENDOR	"	"
010	TYPE PO	"	"
011	REVISE	"	"
012	SIGN	"	"
013	FILE	"	"
014	ENCUMB	"	"
015	OTHER	"	"
016	UNPACK	C. Receive	"
018	ON ORD	"	"
019	KARDEX	"	"
020	COLLATE	"	"
021	RETURN	"	"
022	ACCESS	"	"
023	SOURCE	"	"
024	GIFT	"	"
025	DISTRIB	"	"
026	RECEIPT	"	"
027	INVOICE	"	"
028	EXPEND	"	"
029	OTHER	"	"

ACTIVITY LITERALS (Cont)

Code	Literal	Function	Operation
030	CLEAR	D. Post Cat	I. Acquis
031	FILE	"	"
032	NOTIFY	"	"
033	LIST	"	"
034	OTHER	"	"
035	REPORTS	E. Misc	"
036	CLAIMS	"	"
037	CANCEL	"	"
038	O.P.	"	"
039	INQUIRY	"	"
040	OTHER	"	"
041	SORT	F. Pre Cat	II. Catalog
042	SEARCH	"	"
043	NUC	"	"
044	MCRS	"	"
045	CARD SET	"	"
046	OTHER	"	"
047	ORD CDS	G. L C Data	"
048	REC L C	"	"
049	REC P S	"	"
050	FILE	"	"
051	OTHER	"	"
052	ADD C/V	H. Add C/V	"
053	OTHER	"	"
054	MATCH	I. L C Cat	"
055	CATALOG	"	"
55A	SL CHK	"	"
056	REVISE	"	"
057	OTHER	"	"
058	CATALOG	J. Orig Cat	"
059	REVISE	"	"
060	SL CHK	"	"
061	OTHER	"	"
062	SET CDS	K. CD Proc	"
063	MASTER	"	"

ACTIVITY LITERALS (Cont)

Code	Literal	Function	Operation
064	REV MST	K. CD Proc	II. Catalog
065	MODIFY	"	"
066	REPRO	"	"
067	SORT	"	"
068	NO, A E	"	"
069	REV TYP	"	"
070	AUTH CD	"	"
071	X REF CD	"	"
072	OTHER	"	"
073	CIRC CD	L. End Proc	"
074	BK PCKT	"	"
075	SPINE	"	"
076	FIX SLP	"	"
077	FIX REV	"	"
078	STAMP	"	"
079	JACKET	"	"
080	BINDERY	"	"
081	MENDING	"	"
082	REVISE	"	"
083	DISTRIB	"	"
084	WDRAWAL	"	"
085	OTHER	"	"
086	SORT S L	M. Filing	"
087	FILE S L	"	"
088	REV S L	"	"
089	SORT CD	"	"
090	FILE CF	"	"
091	REV CD	"	"
092	MAINTNC	"	"
093	OTHER	"	"
094	SUPERVISE	N. Admin	III. Admin
095	TRAIN	"	"
096	ON CAMP	"	"
097	OFF CAMP	"	"
098	PUBSERV	"	"
099	OTHER	"	"

CLASS CODE RATE TABLE

	HI	LO
CLERK	$4.23	$2.36
STUDENT ASSISTANT	$3.00	$1.00
LIBRARY ASSISTANT	$4.60	$3.11
PROFESSIONAL	$11.71	$2.38

4.3.1

13 October 72

RUN SPECIFICATION CARD

COLUMN(S) FROM	TO	FIELD NAME	CONTENTS	COMMENTS
Ø	1Ø	Unused	Blank	For possible use in file and program identification.
11	11	"A"	Alpha	Record I.D. for run spec.
12	17	Date	Numeric	Gregorian date in numeric form where: MM = Ø1 through 12 DD = Ø1 through 31 YY = 72 This date to be used for all reports created in the cycle specified by this card.
18	18	Summary Reports Code	Blank or Numeric	Where blank, no summary reports are to be produced. Where non-blank (contains decimal integer 1), summary reports are tc be produced.
19	19	Detail Report Code	Blank or Numeric	Where blank, no detail report is to be produced. Where non-blank (contains decimal integer 1), a detail report is to be produced (see particular respondent Code, Col. 26).
2Ø	2Ø	Detail Type Code	Numeric	To designate the type detail report to be generated, where: 1 = both dollars and time 2 = dollars only 3 = time only

4.3.2

RUN SPECIFICATION CARD

COLUMN(S) FROM	TO	FIELD NAME	CONTENTS	COMMENTS
21	21	Particular Time Code	Blank or Numeric	Where blank, requested reports (per cols. 18 and/or 19) will contain only data for the week or weeks designated in cols. 22 & 23 and/or 24 & 25. Where non-blank (contains decimal integer 1), all input will be processed to the requested reports.
22	23	"From/Only" Week Code	Blank or Numeric	If col. 21 contains a 1, this field will be blank; else, it will contain the numeric code for the first week to be included in the creation of reports which represents a subject of the data available to the program. If a single week is required, the code for week only is to be designated here. This field can contain decimal integers in the range Ø1 through 12.
24	25	"TO" Week Code	Blank or Numeric	If col. 21 contains a 1 and cols. 22 & 23 are blank, this field will be blank; else, it will contain the numeric code for the last week included in the creation of reports which represent a subset of the data available to the program. The value of this field must exceed the value of the "From/Only" field (cols. 22 and 23).

4.3.3

RUN SPEC CARD

COLUMN(S) FROM	TO	FIELD NAME	CONTENTS	COMMENTS
26	26	Particular Respondent Code	Blank or Numeric	Where blank, requested reports (per cols. 18 and/ or 19) will contain only data for up to 5 responding libraries as designated in the "Library Code" fields (cols. 27 & 28 through 34 & 35) below. Where non-blank (contains decimal integer 1), all respondents will be reported.
27	28	First Library Code	Numeric	If col. 26 is non-blank (contains decimal integer 1 this and all other library code fields will be blank). If col. 19 is blank, the Numeric code for the first of up to 5 responding libraries is to be entered here. Same edit as on production unit input.
29	3Ø	Second Library Code	Blank or Numeric	Same as "First Library Code to be used only if "First Library Code" field is non-blank.
31	32	Third Library Code	Blank or Numeric	Same as "Second Library Code." To be used only if "Second Library Code" is non-blank.
33	34	Fourth Library Code	Blank or Numeric	Same as "Third Library Code To be used only if "Third Library Code" is non-blank.
35	36	Fifth Library Code	Blank or Numeric	Same as "Fourth Library Code." To be used only if "Fourth Library Code" is non-blank.

RUN SPEC CARD

COLUMN (S) FROM	TO	FIELD NAME	CONTENTS	COMMENTS
37	37	Specific Media Code	In Media Table	To designate the type media to be collated for display where: Ø = books & serials 1 = periodicals 2 = A-V materials 3 = microform 4 = curriculum Ø = all x = erase media from input
38	38	Contributor Code	Alpha	To designate participant type for display where: A = all T = Technical Processors P = Public Services
39	39	Input Detail File Option	A/N	To specify whether sorted detail input tape is input. If not input, it is assumed that the validated Detail File still resides on disk from a previous job. 'D' = file not input Ø = file is input
40	40	Detail Error List Option	A/N	To specify whether or not the Detail Error List is to be produced. 'L' = list not produced 'Ø' = list will be produced
41	41	P.U. Error Override		Provides option to continue even when errors located in P.U. cards. '1' = ignore P.U. errors. Ø = discontinue run upon completion of edit program when P.U. errors exist.

4.3.5

RUN SPEC CARD PROCESSING

1. Suppress both summary reports when col. 18 = blank.

2. Suppress detail reports when col. 19 = blank.

3. Generate on each detail a total time field, and a total dollar field, when col. 20 = 1.

   Generate total dollar field only, and set total time to zero, when col. 20 = 2.

   When col. 20 = 3: generate total time field only, set total dollar field to zero, and disregard Hourly Rate (col. 22-26) on detail cards (no edit, no process).

4. When col. 21 = blank, process all weeks.
   When col. 20 = non-blank, drop all activity (P.U. & detail) whose week code does not fall in range specified in Run Spec Card (col. 22-25), and accum separate counts of P.U. & detail so dropped.

5. When col. 26 = blank, process all library codes.
   When col. 26 = non-blank, drop all activity (P.U. & detail) whose library code does not appear on Run Spec Card col. 27-36, and accum separate counts of detail & P.U. so dropped.

6. When col. 37 = blank, process all media codes.
   When col. 37 = non-blank, drop all activity (P.U. & detail) whose media code (col. 27) is not equal to col. 37 on Run Spec Card, and accum separate counts for P.U. & detail so dropped.

7. When col. 38 = blank, process all detail records.
   When col. 38 = non-blank, drop all detail records whose P/T code (col. 15) is not equal to col. 38 of Run Spec Card.

1 May 72
Rev 23 May 72
Rev 9 Aug 72

EDIT INSTRUCTIONS
PRODUCTION UNIT INPUT
"A" RECORD

COLUMN(S) FROM	TO	FIELD NAME	CONTENTS	COMMENTS
1	1Ø	Unused	Blank	For possible use in file and program identification.
11	12	Library Code*	Numeric	Must be in Library Code Table.
13	14	Week Code*	Numeric	A two-decimal integer code assigned to each week of the survey in the range 01 through 12.
15	15	Card Code*	Alpha	Apha character "A" only.
16	26	Unused	Blank	For future use if required.
27	27	Media Code	Alpha/ Numeric	Must be in Media Code Table.
28	28	Unused	Blank	For future use if required.
29	29	Preliminary Activity Code*	Alpha	Alpha character "A" only.
3Ø	35	Preliminary Activity Units*	Numeric	Must be numeric, unsigned.
36	36	Ordering Code*	Alpha	Alpha character "B" only.
37	42	Ordering Units*	Numeric	Must be numeric, unsigned.

*Fields must be completed.

4.4.11

EDIT INSTRUCTIONS

PRODUCTION UNIT INPUT
"A" RECORD

COLUMN(S) FROM	TO	FIELD NAME	CONTENTS	COMMENTS
43	43	Receiving/Title Code*	Alpha	Alpha character "C" only.
44	49	Receiving/Title Units*	Numeric	Must be numeric, unsigned.
5Ø	5Ø	Receiving/Volume Code*	Alpha	Alpha character "D" only.
51	56	Receiving/Volume Units*	Numeric	Must be numeric, unsigned.
57	57	Added Copy Code*	Alpha	Alpha character "E" only.
58	63	Added Copy Units*	Numeric	Must be numeric, unsigned.
64	64	L.C. Cataloging Code*	Alpha	Alpha character "F" only.
65	7Ø	L.C. Cataloging Units*	Numeric	Must be numeric, unsigned.
71	71	Original Cataloging Code*	Alpha	Alpha character "G" only.
72	77	Original Cataloging Units*	Numeric	Must be numeric, unsigned.
78	8Ø	Unused	Blank	For future use if required.

NOTE: The Edit Program receives "A" records with the "G" field right justified to col. 80; and shifts the content of this field left three columns, with blanks inserted in col. 78-80.

*Fields must be completed.

1 May 72
Rev 23 May 72

EDIT INSTRUCTIONS

PRODUCTION UNIT INPUT
"B" RECORD

COLUMN(S) FROM	TO	FIELD NAME	CONTENTS	COMMENTS
Ø	1Ø	Unused	Blank	Same as "A" Record.
11	12	Library Code*	Numeric	Same as "A" Record.
13	14	Week Code*	Numeric	Same as "A" Record.
15	15	Card Code*	Alpha	Alpha character "B" only.
16	26	Unused	Blank	For future use if required.
27	27	Media Code*	Numeric	Same as "A" Record.
28	28	Unused	Blank	For future use if required.
29	29	Card Production Code*	Alpha	Alpha character "H" only.
3Ø	35	Card Production Units*	Numeric	Must be numeric, unsigned.
36	36	End Processing Code*	Alpha	Alpha character "I" only.
37	42	End Processing Units*	Numeric	Must be numeric, unsigned.
43	43	Mending Code*	Alpha	Alpha character "J" only.
44	49	Mending Units*	Numeric	Must be numeric, unsigned.
5Ø	5Ø	Binding Code*	Alpha	Alpha character "K" only.
51	56	Binding Units*	Numeric	Must be numeric, unsigned.
57	8Ø	Unused	Blank	For future use if required.

*Fields must be completed.

EDIT INSTRUCTIONS
DETAIL RECORDS
7 August 72

COLUMNS	FIELD NAME	COMMENTS/RESTRICTIONS
1 - 10	Filler	Must be blank.
11 - 12	*Library Code	Must be in Library Code Table. See Note 1.
13 - 14	*Week Code	No Edits. See Note 1.
15	*Contributor Code	Must be 'P', 'T', or blank. See Note 1. 'P' = Public Services only. 'T' = Technical Processing only. blank = both.
16 - 19	Class Code	Must be in Class Code Table.
20 - 21	Local Code	No edits.
22 - 26	Hourly Rate	Must be numeric and in range as specified in "CLASS CODE RATE TABLE".
27	Media Code	Must be in table. See Note 1.
28 - 30	Activity Code	Must be in Activity Code Table.
31 - 33	Filler	Must be blank.
34 - 37	**Monday Time	Must be all numeric or all blank. If non-blank, col. 37 must be zero, and col. 36 must be in range '0' thru '3'. See Note 2.
38 - 41	**Tuesday Time	Same as col. 34-37 "Monday Time".
42 - 45	**Wednesday Time	Same as col. 34-37 "Monday Time".
46 - 49	**Thursday Time	Same as col. 34-37 "Monday Time".
50 - 53	**Friday Time	Same as col. 34-37 "Monday Time".
54 - 80	Filler	Must be blank.

Note 1: See "Run Spec Card Processing" for additional edit processing.

**Note 2: Fractional hours are measured in quarter hours:

'1' = 15 minutes
'2' = 30 minutes
'3' = 45 minutes

ERROR CODES/COMMENTS

Input: 1) Production Units Cards
2) Activity Detail Tape

Output: 1) Production Unit Error List
2) Detail Error List

Error Code	Error Message	Comments
001	LIBRARY CODE NOT IN LIBRARY TABLE	Library Code in pos 11-12 of input is not one of the valid codes contained in Table T1 Library Table. Record was rejected. See Note 1.
002	INVALID PRODUCTION UNITS CARD CODE	Record ID in pos 15 of Production Units card is other than 'A' or 'B'. Record was rejected.
003	MEDIA CODE NOT IN MEDIA TABLE	Media Code in pos 27 of input is not one of the valid codes contained in Table T2 Media Table. Record was rejected. See Note 1.
004	INVALID FIELD CODE IN PROD UNITS RCD	In this Production Units card, the Field Code in pos 29, 36, 43, 50, 57, 64, or 71 is invalid for this particular Record ID. Record was rejected. Following are the valid Field Codes for each Record ID:

Record ID 'A'		Record ID 'B'	
pos	code	pos	code
29	A	29	H
36	B	36	I
43	C	43	J
50	D	50	K
57	E	57	-
64	F	64	-
71	G	71	-

005	PRODUCTION UNITS FIELD NOT NUMERIC	A Units field is not numeric in pos 30-35, 37-42, 44-49, 51-56 of Record ID 'A' or 'B'; or pos 58-63, 65-70, 72-77 of Record ID 'A'. Record was rejected.

NOTE: This error is common to both input files.

4.5.2

ERROR CODES/COMMENTS

(cont'd)

Error Code	Error Message	Comments
006	GARBAGE IN RESERVED COLUMNS	Production Units input: pos 78-80 of Record ID 'A', or pos 57-80 of Record ID 'B' was not entirely blank. Activity Detail input: pos 54-80 was not entirely blank. Action: record was rejected.
007	CLASS CODE NOT IN CLASS CODE TABLE	Class Code in pos 16-19 of Detail Record is not one of the valid codes contained in Table T3 Class Code Table. Record was rejected.
008	CLASS TYPE NOT IN CLASS TYPE TABLE	Class Code in pos 16-19 of Detail Record is in Table T3 Class Code Table; but the Class Type contained in that T3 Table entry is not one of the valid Class Types contained i Table T8 Class Type Table. Either the T3 table entry is in error; or else Table T8 should contain that Class Type. Although this is not a Detail Record error, the record was rejected. The system should be re-run after correcting the User Tables.
009	HOURLY RATE NOT NUMERIC	Pos 22-26 of Detail Record was not numeric. Record was rejected.
010	HOURLY RATE TOO LOW --ACC/SET TO LIM	Hourly Rate, pos 22-26 of Detail Record, is outside the range allowed for the Class Type indicated by the Class Code in pos 16-19 of the Detai Record. The record was accepted; but Hourly Rate was modified -- set to the low limit.
011	HOURLY RATE TOO HIGH -- ACC/SET TO LIM	Same as Error 009, except that Hourly Rate (pos 22-26) was set to the high limit for the Class Type involved.

ERROR CODES/COMMENTS

(cont'd)

Error Code	Error Message	Comments
012	ACTIVITY CODE NOT IN ACTIVITY TABLE	Activity Code in pos 28-30 of the Detail Record is not one of the valid codes contained in Table T6 Activity Table. Record was rejected. This error is probably due to user reporting on an activity outside the scope of the Cost Study.
013	DAILY TIME NOT NUMERIC	One of the five Daily Time fields in pos 34-53 of the Detail Record is not numeric. Record was rejected.
014	DAILY TIME NOT IN QUARTER HOURS -- ACC/ROUND	The format for each of the five Daily Time fields in pos 34-53 of the Detail Record is HH.QO, where HH = integer hours Q = Quarter hours (0-3) 0 = zero (low order position). The two low-order positions of the field contained other than an integer number of quarter hours. The record was accepted, and the quarter-hours rounded to 2 (one-half hour).
015	DAILY TIME EXCEEDS TEN HOURS -- ACC/MOD	See Error Code 014 above: "HH" exceeds 10. The record was accepted but the entire four-position time field was divided by 10, and all edits repeated; this error will therefore possibly be accompanied by Error Code 014. The assumption is that keypunch misaligned the field.

Section 5

FILE LAYOUTS

lsp

RECORD LAYOUT

File I.D. Number LSC1

Application LIBRARY LABOR COST ACCT'G SYSTEM File Description RUN SPECIFICATION CARD By DAN DU BOIS Date 9/1/72 Page 1 of 1

FIELD NAME	b	RUN SPEC ID 'A'	REPORT DATE MM DD YY	SUMMARY REPORTS CODE b OR '1'	DETAIL REPORT CODE b OR '1'	DETAIL TYPE CODE '1' '2' OR '3'	PARTICULAR TIME CODE b OR '1'	WEEK CODES FROM	WEEK CODES THRU	PARTICULAR RESPONDENT CODE b OR '1'	SELECTED LIBRARY CODES 1ST	2ND	3RD	4TH	5TH
CHARACTERISTICS*	X	X	9(6)	X	X	X	X	X	X	X	X	X	X	X	X
CHARACTERS/BYTES	10	1	6	1	1	1	1	2	2	1	2	2	2	2	2
RELATIVE POSITION	1 10	11	12 17	18	19	20	21	22 23	24 25	26	27 28	29 30	31 32	33 34	35 36

SPECIFIC MEDIA CODE	CONTRIBUTOR CODE b 'T' OR 'P'	DETAIL FILE OPTION 'D' OR b	DETAIL ERROR LIST OPTION b OR 'E'	PRODUCTION UNITS ERROR OVERRIDE b OR 'E'	b	EOR
X	X	X	X		X	
1	1	1	1		39	
37	38	39	40	41	42 80	

FILE DEFINITION

File Label Name	—
Records Per Block	1
Char/Bytes Per Record	80
Type of Format	FIXED
Storage Device	CARD
Recording Mode	—
Label Records Are	—
Retention Cycle	1 DAY

PROGRAMS USING THIS FILE

Input To	Output From
D500-004 EDIT	KEYPUNCH

FILE SEQUENCE N/A

	FIELD NAME	POSITION	NO. CHAR.
Major	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
Minor			

FOOTNOTES

FORMAT IS IDENTICAL TO LSW1 RUN SPECIFICATION RECORD

*Characteristics
Alphabetic or Blank ____ A
Alphanumeric ____ X
Numeric ____ 9
Assumed Decimal Point ____ V
Examples of Signed Fields
S9999 9999S
S999V99 9999V9S

REVISIONS

Date	By
14 OCT 72	D. DU BOIS

LSP-2

lsp

RECORD LAYOUT

File I.D. Number LSC2

Application LL CAS File Description USER TABLE CARDS By DAN Du BOIS Date 10 Aug 72 Page 1 of 2

FIELD NAME						
CHARACTERISTICS*						
CHARACTERS/BYTES						
RELATIVE POSITION						
T1 LIBRARY TABLE	b	TABLE ID "T1"	LIBRARY CODE	LIBRARY LITERAL	b	EOR
	X	X	X	X	X	
	10	2	2	1	65	
	1 10	11 12	13 14	15	16 80	
T2 MEDIA TABLE	b	TABLE ID "T2"	MEDIA CODE	MEDIA LITERAL	b	EOR
	X	X	X	X	X	
	10	2	1	20	47	
	1 10	11 12	13	14 33	34 80	
T3 CLASS CODE TABLE	b	TABLE ID "T3"	CLASS CODE	CLASS TYPE	b	EOR
	X	X	X	X	X	
	10	2	4	1	63	
	1 10	11 12	13 16	17	18 80	
T8 CLASS TYPE TABLE	b	TABLE ID "T4"	CLASS TYPE	CLASS LITERAL	b	EOR
	X	X	X	X	X	
	10	2	1	20	47	
	1 10	11 12	13	14 33	34 80	

FILE DEFINITION

File Label Name	—
Records Per Block	—
Char/Bytes Per Record	80
Type of Format	FIXED
Storage Device	CARD
Recording Mode	—
Label Records Are	—
Retention Cycle	PERMANENT

PROGRAMS USING THIS FILE

Input To	Output From
D500-004	KEYPUNCH

FILE SEQUENCE

		FIELD NAME	POSITION	NO. CHAR.
Major	1	TABLE ID	11-12	2
	2	CODE	13	1 To 5
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
Minor				

FOOTNOTES ALL TABLES ARE IN ASCENDING SEQUENCE. TABLE T6 SEQUENCED THRU COL 17, ACTIVITY CODE IN COL 18-20 TO BE IN THE ORDER DESIRED BY USER TO APPEAR ON DETAIL REPORT. USER IS RESPONSIBLE FOR MAINTAINING SEQUENCE. PROGRAM CHECKS SEQUENCE, BUT DOES NOT SORT.

*Characteristics

Alphabetic or Blank	A
Alphanumeric	X
Numeric	9
Assumed Decimal Point	V

Examples of Signed Fields

S9999 9999S

S999V99 9999V9S

REVISIONS

Date	By

LSP—2

lsp

RECORD LAYOUT

File I.D. Number LSC2

Application LLCAS File Description USER TABLE CARDS By DAN DU BOIS Date 10 AUG 72 Page 2 of 2

FIELD NAME						
CHARACTERISTICS*						
CHARACTERS/BYTES						
RELATIVE POSITION						
T4 OPERATION TABLE	b	TABLE ID "T4"	OPERATION NBR	OPERATION LITERAL	b	EOR
	X	X	X	X	X	
	10	2	1	11	56	
	1 10	11 12	13	14 24	25 80	
T5 FUNCTION TABLE	b	TABLE ID "T5"	FUNCTION CODE	FUNCTION LITERAL	b	EOR
	X	X	X	X	X	
	10	2	1	11	56	
	1 10	11 12	13	14 24	25 80	
T6 ACTIVITY TABLE	b	TABLE ID "T6"	b	OPERATION NBR	FUNCTION CODE	ACTIVITY CODE	ACTIVITY LITERAL	b	EOR
	X	X	X	X	X	X	X	X	
	10	2	3	1	1	1	11	49	
	1 10	11 12	13 15	16	17	18	19 29	30 80	

FILE DEFINITION

File Label Name	
Records Per Block	
Char/Bytes Per Record	
Type of Format	
Storage Device	
Recording Mode	
Label Records Are	
Retention Cycle	

PROGRAMS USING THIS FILE

Input To	Output From

FILE SEQUENCE

	FIELD NAME	POSITION	NO. CHAR.
Major	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
Minor			

FOOTNOTES SEE PAGE 1.

*Characteristics
Alphabetic or Blank ____ A
Alphanumeric ____ X
Numeric ____ 9
Assumed Decimal Point ____ V
Examples of Signed Fields
S9999 9999S
S999V99 9999V9S

REVISIONS

Date	By
30 AUG 72	D. DU BOIS

LSP—2

lsp

RECORD LAYOUT

Application LLCAS — File Description PRODUCTION UNITS CARDS — By D. DU BOIS — Date 10 AUG 72 — Page 1 of 1 — File I.D. Number LSC3

"A" RECORD

FIELD NAME	CHARACTERISTICS*	CHARACTERS/BYTES	RELATIVE POSITION
ƀ	X	10	1–10
LIBRARY CODE	X	2	11–12
WEEK NBR	X	2	13–14
RECORD ID "A"	X	1	15
ƀ	X	11	16–26
MEDIA CODE	X	1	27
ƀ	X	1	28
'A'	X	1	29
PRODUCTION UNITS: PRELIM ACTIVITY UNITS	9	6	30–35
'B'	X	1	36
PRODUCTION UNITS: ORDERING UNITS	9	6	37–42
'C'	X	1	43
PRODUCTION UNITS: RECEIVING TITLE UNITS	9	6	44–49
'D'	X	1	50
PRODUCTION UNITS: RECEIVING VOLUME UNITS	9	6	51–56
'E'	X	1	57
PRODUCTION UNITS: ADDED COPY UNITS	9	6	58–63
'F'	X	1	64
PRODUCTION UNITS: LC CATALOG UNITS	9	6	65–70
'G'	X	1	71
PRODUCTION UNITS: ORIGINAL CATALOG UNITS	9	6	72–77
ƀ	X	3	78–80
EOR			

"B" RECORD

FIELD NAME	CHARACTERISTICS*	CHARACTERS/BYTES	RELATIVE POSITION
ƀ	X	10	1–10
LIBRARY CODE	X	2	11–12
WEEK NBR	X	2	13–14
RECORD ID "B"	X	1	16
ƀ	X	11	16–26
MEDIA CODE	X	1	27
ƀ	X	1	28
'H'	X	1	29
PRODUCTION UNITS: CARD PRODUCTION UNITS	9	6	30–35
'I'	X	1	36
PRODUCTION UNITS: END PROCESS UNITS	9	6	37–42
'J'	X	1	43
PRODUCTION UNITS: MENDING UNITS	9	6	44–49
'K'	X	1	50
PRODUCTION UNITS: BINDING UNITS	9	6	51–56
ƀ	X	24	57–80
EOR			

FILE DEFINITION

File Label Name	—
Records Per Block	—
Char/Bytes Per Record	80
Type of Format	FIXED LENGTH
Storage Device	CARDS
Recording Mode	—
Label Records Are	—
Retention Cycle	PERMANENT

PROGRAMS USING THIS FILE

Input To	Output From
D500-004 EDIT	KEYPUNCH

FILE SEQUENCE NONE

		FIELD NAME	POSITION	NO. CHAR.
Major	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
Minor				

FOOTNOTES

*Characteristics
- Alphabetic or Blank ____ A
- Alphanumeric ____ X
- Numeric ____ 9
- Assumed Decimal Point ____ V

Examples of Signed Fields

S9999	9999S
S999V99	9999V9S

REVISIONS

Date	By

LSP-2

lsp

RECORD LAYOUT

File I.D. Number LST1

Application LL CAS File Description ACTIVITY DETAIL By DAN DU BOIS Date 1 SEP 72 Page 1 of 1

FIELD NAME	
CHARACTERISTICS*	
CHARACTERS/BYTES	
RELATIVE POSITION	

%	LIBRARY CODE	WEEK NBR	CONTRIBUTOR CODE	CLASS CODE	LOCAL CODE	HOURLY RATE	MEDIA CODE	ACTIVITY CODE	%	DAILY TIME MON HRS	MON QTR HRS	TUES HRS	TUES QTR HRS	WED HRS	WED QTR HRS	THUR HRS	THUR QTR HRS	FRI HRS	FRI QTR HRS	%
X	X	X	X	X	X	9(3)V9(2)	X	X	X	99	99	99	99	99	99	99	99	99	99	X
10	2	2	1	4	2	5	1	3	3	2	2	2	2	2	2	2	2	2	2	27
1 10	11 12	13 14	15	16 19	20 21	22 26	27	28 30	31 33	34 35	36 37	38 39	40 41	42 43	44 45	46 47	48 49	50 51	52 53	54 80

FILE DEFINITION

File Label Name	—
Records Per Block	20
Char/Bytes Per Record	80
Type of Format	FIXED LENGTH
Storage Device	TAPE
Recording Mode	HI DENSITY
Label Records Are	UNLABELLED
Retention Cycle	PERMANENT

PROGRAMS USING THIS FILE

Input To	Output From
D500-C04 EDIT	CARD-TO-TAPE UTILITY

FILE SEQUENCE NONE

	FIELD NAME	POSITION	NO. CHAR.
Major	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
Minor			

FOOTNOTES

LOW ORDER POSITION OF EACH DAILY TIME FIELD IS ZERO.

*Characteristics
Alphabetic or Blank ____ A
Alphanumeric ____ X
Numeric ____ 9
Assumed Decimal Point ____ V
Examples of Signed Fields
S9999 9999S
S999V99 9999V9S

REVISIONS

Date	By

LSP—2

lsp

RECORD LAYOUT

File I.D. Number LSWA

Application LLCAS File Description VALID PRODUCTION UNITS By D. DU BOIS Date 10 AUG 72 Page 1 of 1

FIELD NAME	
CHARACTERISTICS*	
CHARACTERS/BYTES	
RELATIVE POSITION	

"A" RECORD

FIELD NAME	b̸	LIBRARY LITERAL	b̸	LIBRARY CODE	WEEK NBR	RECORD ID "A"	b̸	MEDIA CODE	b̸	"." A	PRODUCTION UNITS: PRELIM ACTIVITY UNITS	"." B	ORDERING UNITS	"." C	RECEIVING TITLE UNITS	"." D	RECEIVING VOLUME UNITS	"." E	ADDED COPY UNITS	"." F	LC CATALOG UNITS	"." G	ORIGINAL CATALOG UNITS	b̸	EOR
CHARACTERISTICS*	X	X	X	X	X	X	X	X	X	X	9	X	9	X	9	X	9	X	9	X	9	X	9	X	
CHARACTERS/BYTES	1	1	8	2	2	1	11	1	1	1	6	1	6	1	6	1	6	1	6	1	6	1	6	3	
RELATIVE POSITION	1	2	3–10	11–12	13–14	15	16–26	27	28	29	30–35	36	37–42	43	44–49	50	51–56	57	58–63	64	65–70	71	72–77	78–80	

"B" RECORD

FIELD NAME	b̸	LIBRARY LITERAL	b̸	LIBRARY CODE	WEEK NBR	RECORD ID "B"	b̸	MEDIA CODE	b̸	"." H	PRODUCTION UNITS: CARD PRODUCTION UNITS	"." I	END PROCESS UNITS	"." J	MENDING UNITS	"." K	BINDING UNITS	b̸	EOR
CHARACTERISTICS*	X	X	X	X	X	X	X	X	X	X	9	X	9	X	9	X	9	X	
CHARACTERS/BYTES	1	1	8	2	2	1	11	1	1	1	6	1	6	1	6	1	6	24	
RELATIVE POSITION	1	2	3–10	11–12	13–14	15	16–26	27	28	29	30–35	36	37–42	43	44–49	50	51–56	57–80	

FILE DEFINITION

File Label Name	LSWA-PU
Records Per Block	50
Char/Bytes Per Record	80
Type of Format	FIXED LENGTH
Storage Device	DISK
Recording Mode	SECTOR CONTIGUOUS
Label Records Are	STANDARD
Retention Cycle	SCRATCH

PROGRAMS USING THIS FILE

Input To	Output From
D500-004 EDIT	D500-004 EDIT

FILE SEQUENCE NONE

		FIELD NAME	POSITION	NO. CHAR.
Major	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
Minor				

FOOTNOTES

FORMAT IS IDENTICAL TO LSW3.

FORMAT IS SAME AS LSC1, WITH POS. 2 "LIBRARY LITERAL" ADDED TO RECORD.

*Characteristics
Alphabetic or Blank ____ A
Alphanumeric ____ X
Numeric ____ 9
Assumed Decimal Point ____ V
Examples of Signed Fields
S9999 9999S
S999V99 9999V9S

REVISIONS

Date	By

LSP-2

lsp

RECORD LAYOUT

File I.D. Number LSWB

Application LLCAS File Description VALID DETAIL FILE By DAN Du BOIS Date 29 AUG 72 Page 1 of 1

FIELD NAME	REPORT ID '4'	LIBRARY LITERAL	MEDIA CODE	OPERATION NBR	FUNCTION CODE	ACTIVITY SEQUENCE NBR	CLASS TYPE	Σ HOURS	Σ DOLLARS	ACTIVITY CODE	~~b~~	EOR
CHARACTERISTICS*	X	X	X	X	X	999	X	9(6)V99	9(7)V9(4)	X	X	
CHARACTERS/BYTES	1	1	1	1	1	3	1	8	11	3	1	
RELATIVE POSITION	1	2	3	4	5	6 8	9	10 17	18 28	29 31	32	

FILE DEFINITION

File Label Name	LSWB-DETAIL
Records Per Block	19
Char/Bytes Per Record	32
Type of Format	FIXED LENGTH
Storage Device	DISK
Recording Mode	TRACK SEGMENTED
Label Records Are	STANDARD
Retention Cycle	[redacted] SCRATCH

PROGRAMS USING THIS FILE

Input To	Output From
D500-004 EDIT	D500-004 EDIT

FILE SEQUENCE NONE

	FIELD NAME	POSITION	NO. CHAR.
Major	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
Minor			

FOOTNOTES

FORMAT IS IDENTICAL TO LSW4.

*Characteristics
Alphabetic or Blank ____ A
Alphanumeric ____ X
Numeric ____ 9
Assumed Decimal Point ____ V
Examples of Signed Fields
S9999 9999S
S999V99 9999V9S

REVISIONS

Date	By

5.1.16

lsp

RECORD LAYOUT

File I.D. Number LSW1

Application LLCAS File Description RUN SPECIFICATION RECORD By DAN DU BOIS Date 9/1/72 Page 1 of 1

5.1.17

FIELD NAME	b	RUN SPEC ID 'A'	REPORT DATE MM|DD|YY	SUMMARY REPORTS CODE b OR '1'	DETAIL REPORT CODE b OR '1'	DETAIL TYPE CODE '1' '2' OR '3'	PARTICULAR TIME CODE b OR '1'	WEEK CODES FROM	WEEK CODES THRU	PARTICULAR RESPONDENT CODE b OR '1'	SELECTED LIBRARY CODES 1ST	2ND	3RD	4TH	5TH
CHARACTERISTICS*	X	X	9(6)	X	X	X	X	X	X	X	X	X	X	X	X
CHARACTERS/BYTES	10	1	6	1	1	1	1	2	2	1	2	2	2	2	2
RELATIVE POSITION	1 10	11	12 17	18	19	20	21	22 23	24 25	26	27 28	29 30	31 32	33 34	35 36

SPECIFIC MEDIA CODE	CONTRIBUTOR CODE b 'T' OR 'P'	DETAIL FILE OPTION 'D' OR b	DETAIL ERROR LIST OPTION b OR 'E'	PRODUCTION UNITS ERROR OVERRIDE b OR 'E'	b	EOR
X	X	X	X		X	
1	1	1	1		39	
37	38	39	40	41	42 80	

FILE DEFINITION

File Label Name	LSW1-RUN-SPEC
Records Per Block	1
Char/Bytes Per Record	80
Type of Format	FIXED
Storage Device	DISK
Recording Mode	SECTOR CONTIGUOUS
Label Records Are	STANDARD
Retention Cycle	1 DAY

PROGRAMS USING THIS FILE

Input To	Output From
D500-006 MERGE	D500-004 EDIT
D500-008 FORMAT	

FILE SEQUENCE N/A

	FIELD NAME	POSITION	NO. CHAR.
Major	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
Minor			

FOOTNOTES

FORMAT IS IDENTICAL TO LSC1 RUN SPECIFICATION CARD

*Characteristics
Alphabetic or Blank ____ A
Alphanumeric ____ X
Numeric ____ 9
Assumed Decimal Point ____ V
Examples of Signed Fields
S9999 9999S
S999V99 9999V9S

REVISIONS

Date	By
14 OCT 72	D. Du Bois

LSP-2

lsp

RECORD LAYOUT

File I.D. Number LSW2

Application LLCAS File Description USER TABLES FILE By DAN DU BOIS Date 1 SEP 72 Page 1 of 2

FIELD NAME					
CHARACTERISTICS*					
CHARACTERS/BYTES					
RELATIVE POSITION					
T1 LIBRARY TABLE	TABLE NBR "T1"	LIBRARY CODE	LIBRARY LITERAL	b	EOR
	X	X	X	X	
	2	2	1	25	
	1 2	3 4	5	6 32	
T2 MEDIA TABLE	TABLE NBR "T2"	MEDIA CODE	MEDIA LITERAL	b	EOR
	X	X	X	X	
	2	1	20	9	
	1 2	3	4 23	24 32	
T3 CLASS CODE TABLE	TABLE NBR "T3"	CLASS CODE	CLASS TYPE	b	EOR
	X	X	X	X	
	2	4	1	25	
	1 2	3 6	7	8 32	
T8 CLASS TYPE TABLE	TABLE NBR "T8"	CLASS TYPE	CLASS LITERAL	b	EOR
	X	X	X	X	
	2	1	20	9	
	1 2	3	4 23	24 32	

FILE DEFINITION

File Label Name	LSW2-TABLES
Records Per Block	19
Char/Bytes Per Record	32
Type of Format	FIXED LENGTH
Storage Device	DISK
Recording Mode	SECTOR CONTIGUOUS
Label Records Are	STANDARD
Retention Cycle	PERMANENT

PROGRAMS USING THIS FILE

Input To	Output From
D500-006 MERGE	D500-004 EDIT
D500-008 FORMAT	

FILE SEQUENCE

	FIELD NAME	POSITION	NO. CHAR.
Major	1 TABLE NBR	1 - 2	2
	2 CODE	3	1 - 5
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
Minor			

FOOTNOTES

MAXIMUM NUMBER OF ENTRIES:

T1 = 20 T5 = 15
T2 = 8 T6 = 120
T3 = 22 T8 = 4
T4 = 4

THESE MAY BE INCREASED BY MINOR CHANGES TO PROGRAMS D500-004 AND D500-008.

*Characteristics
Alphabetic or Blank ____ A
Alphanumeric ____ X
Numeric ____ 9
Assumed Decimal Point ____ V
Examples of Signed Fields
S9999 9999S
S999V99 9999V9S

REVISIONS

Date	By

5.1.18

lsp

RECORD LAYOUT

File I.D. Number LSW2

Application LLCAS File Description USER TABLES FILE By DAN DU BOIS Date 1 SEP 72 Page 2 of 2

FIELD NAME						
CHARACTERISTICS*						
CHARACTERS/BYTES						
RELATIVE POSITION						
T4 OPERATION TABLE	TABLE NBR "T4"	OPERATION NBR	OPERATION LITERAL	b		EOR
	X	X	X	X		
	2	1	11	18		
	1 2	3	4 14	15 32		
T5 FUNCTION TABLE	TABLE NBR "T5"	FUNCTION CODE	FUNCTION LITERAL	b		EOR
	X	X	X	X		
	2	1	11	18		
	1 2	3	4 14	15 32		
T6 ACTIVITY TABLE	TABLE NBR "T6"	ACTIVITY SEQUENCE NBR GENERATED	OPERATION NBR	FUNCTION CODE	ACTIVITY CODE	ACTIVITY LITERAL	b	EOR
	X	999	X	X	X	X	X	
	2	3	1	1	3	11	11	
	1 2	3 5	6	7	8 10	11 21	32	

FILE DEFINITION

File Label Name	
Records Per Block	
Char/Bytes Per Record	
Type of Format	
Storage Device	
Recording Mode	
Label Records Are	
Retention Cycle	

PROGRAMS USING THIS FILE

Input To	Output From

FILE SEQUENCE

	FIELD NAME	POSITION	NO. CHAR.
Major	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
Minor			

FOOTNOTES

SEE PAGE 1.

*Characteristics

Alphabetic or Blank ____ A
Alphanumeric ____ X
Numeric ____ 9
Assumed Decimal Point ____ V

Examples of Signed Fields

S9999 9999S
S999V99 9999V9S

REVISIONS

Date	By

LSP—2

lsp

RECORD LAYOUT

Application LL CAS — File Description SORTED PRODUCTION UNITS FILE — By D. DU BOIS — Date 10 AUG 72 — Page 1 of 1

File I.D. Number LSW3

FIELD NAME	
CHARACTERISTICS*	
CHARACTERS/BYTES	
RELATIVE POSITION	

"A" RECORD	b̸	LIBRARY LITERAL	b̸	LIBRARY CODE	WEEK NBR	RECORD ID "A"	b̸	MEDIA CODE	b̸	PRODUCTION UNITS 'A'	PRELIM ACTIVITY UNITS	'B'	ORDERING UNITS	'C'	RECEIVING TITLE UNITS	'D'	RECEIVING VOLUME UNITS	'E'	ADDED COPY UNITS	'F'	LC CATALOG UNITS	'G'	ORIGINAL CATALOG UNITS	b̸	EOR
	X	X	X	X	X	X	X	X	X	X	9	X	9	X	9	X	9	X	9	X	9	X	9	X	
	1	1	8	2	2	1	11	1	1	1	6	1	6	1	6	1	6	1	6	1	6	1	6	3	
	1	2	3 10	11 12	13 14	15	16 26	27	28	29	30 35	36	37 42	43	44 49	50	51 56	57	58 63	64	65 70	71	72 77	78 80	

"B" RECORD	b̸	LIBRARY LITERAL	b̸	LIBRARY CODE	WEEK NBR	RECORD ID "B"	b̸	MEDIA CODE	b̸	PRODUCTION UNITS 'H'	CARD PRODUCTION UNITS	'I'	END PROCESS UNITS	'J'	MENDING UNITS	'K'	BINDING UNITS	b̸	EOR
	X	X	X	X	X	X	X	X	X	X	9	X	9	X	9	X	9	X	
	1	1	8	2	2	1	11	1	1	1	6	1	6	1	6	1	6	24	
	1	2	3 10	11 12	13 14	16	16 26	27	28	29	30 35	36	37 42	43	44 49	50	51 56	57 80	

FILE DEFINITION

File Label Name	LSW3-PU-FILE
Records Per Block	50
Char/Bytes Per Record	80
Type of Format	FIXED LENGTH
Storage Device	DISK
Recording Mode	SECTOR CONTIGUOUS
Label Records Are	STANDARD
Retention Cycle	1 DAY

PROGRAMS USING THIS FILE

Input To	Output From
D500-006 MERGE	D500-004 EDIT

FILE SEQUENCE

		FIELD NAME	POSITION	NO. CHAR.
Major	1	LIB. LIT.	2	1
	2	MEDIA	27	1
	3	WEEK	13-14	2
	4	RECORD ID	15	1
	5			
	6			
	7			
	8			
	9			
	10			
	11			
Minor				

FOOTNOTES

FORMAT IS IDENTICAL TO LSWA.

*Characteristics
Alphabetic or Blank ____ A
Alphanumeric ____ X
Numeric ____ 9
Assumed Decimal Point ____ V
Examples of Signed Fields
S9999 9999S
S999V99 9999V9S

REVISIONS

Date	By

LSP-2

5.1.20

lsp

RECORD LAYOUT

Application LLCAS File Description SORTED DETAIL FILE By DAN Du BOIS Date 29 AUG 72 Page 1 of 1 File I.D. Number LSW4

FIELD NAME	REPORT ID '4'	LIBRARY LITERAL	MEDIA CODE	OPERATION NBR	FUNCTION CODE	ACTIVITY SEQUENCE NBR	CLASS TYPE	Σ HOURS	Σ DOLLARS	ACTIVITY CODE	~~b~~
CHARACTERISTICS*	X	X	X	X	X	999	X	9(6)V99	9(7)V9(4)	X	X
CHARACTERS/BYTES	1	1	1	1	1	3	1	8	11	3	1
RELATIVE POSITION	1	2	3	4	5	6 8	9	10 17	18 28	29 31	32

EOR

FILE DEFINITION

File Label Name	LSW4 - DETAIL
Records Per Block	19
Char/Bytes Per Record	32
Type of Format	FIXED LENGTH
Storage Device	DISK
Recording Mode	TRACK SEGMENTED
Label Records Are	STANDARD
Retention Cycle	1 DAY

PROGRAMS USING THIS FILE

Input To	Output From
D500-006 MERGE	D500-004 EDIT

FILE SEQUENCE

		FIELD NAME	POSITION	NO. CHAR.
Major	1	LIB. LIT.	2	1
	2	MEDIA	3	1
	3	OPERATION	4	1
	4	FUNCTION	5	1
	5	ACT. SEQ. NBR.	6-8	3
	6	CLASS TYPE	9	1
	7			
	8			
	9			
	10			
	11			
Minor				

FOOTNOTES

*Characteristics
Alphabetic or Blank ____ A
Alphanumeric ____ X
Numeric ____ 9
Assumed Decimal Point ____ V
Examples of Signed Fields
S9999 9999S
S999V99 9999V9S

REVISIONS

Date	By

lsp

RECORD LAYOUT

Application: LLCAS | File Description: REPORT WORK FILE | By: DAN DU BOIS | Date: 6 SEP 72 | Page 1 of 1 | File I.D. Number: LSW5

FIELD NAME												
CHARACTERISTICS*												
CHARACTERS/BYTES												
RELATIVE POSITION												
FILE HEADER RECORD	REPORT ID '0'	NBR OF RESPONDING LIBRARIES										EOR
	X	99										
	1	2										
	1	2	3	4								
SUMMARY REPORTS	REPORT ID '1' '2' or '3'		COLUMN NBR (01 - 12)		Σ FACTORIAL	LIBRARY LITERAL	ZERO FLAG (0 - 4)					EOR
	X	X	99		9(8) V 99	X	9					
	1	1	2		10	1	1					
	1	2	3	4	5 14	15	16	17				
DETAIL REPORT	REPORT ID '4'	LIBRARY LITERAL	MEDIA CODE	OPERATION NBR	FUNCTION CODE	ACTIVITY SEQUENCE NBR	CLASS TYPE	Σ HOURS	Σ DOLLARS	ACTIVITY CODE		EOR
	X	X	X	X	X	999	X	9(6) V 99	9(7) V 9(4)	X	X	
	1	1	1	1	1	3	1	8	11	3	1	
	1	2	3	4	5	6 8	9	10 17	18 28	29 31	32	

FILE DEFINITION

File Label Name	LSW5 - REPORTS
Records Per Block	19
Char/Bytes Per Record	32
Type of Format	FIXED LENGTH
Storage Device	DISK
Recording Mode	TRACK SEGMENTED
Label Records Are	STANDARD
Retention Cycle	1 DAY

PROGRAMS USING THIS FILE

Input To	Output From
D500-008	D500-006

FILE SEQUENCE

	FIELD NAME	POSITION	NO. CHAR.
Major	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
Minor			

FOOTNOTES

FORMAT IS IDENTICAL TO LSW6 - REPORTS

*Characteristics
Alphabetic or Blank ____ A
Alphanumeric ____ X
Numeric ____ 9
Assumed Decimal Point ____ V
Examples of Signed Fields
S9999 9999S
S999V99 9999V9S

REVISIONS

Date	By
1 SEP 72	D. DU BOIS

SP-2

3.1.72

lsp

The California State University and Colleges, Office of the Chancellor, Library Systems Project

RECORD LAYOUT

Application LLCAS File Description SORTED REPORT WORK FILE By DAN DU BOIS Date 6 SEP 72 File I.D. Number LSW6 Page 1 of 1

FILE HEADER RECORD

FIELD NAME	REPORT ID '0'	NBR OF RESPONDING LIBRARIES	b̸
CHARACTERISTICS*	X	99	X
CHARACTERS/BYTES	1	2	29
RELATIVE POSITION	1	2–3	4–32

EOR

SUMMARY REPORTS

FIELD NAME	REPORT ID '1' '2' or '3'	b̸	COLUMN NBR (01 - 12)	Σ FACTORIAL	LIBRARY LITERAL	ZERO FLAG (0-4)	b̸
CHARACTERISTICS*	X	X	99	9(8)V99	X	9	X
CHARACTERS/BYTES	1	1	2	10	1	1	16
RELATIVE POSITION	1	2	3–4	5–14	15	16	17–32

EOR

DETAIL REPORT

FIELD NAME	REPORT ID '4'	LIBRARY LITERAL	MEDIA CODE	OPERATION NBR	FUNCTION CODE	ACTIVITY SEQUENCE NBR	CLASS TYPE	Σ HOURS	Σ DOLLARS	ACTIVITY CODE	b̸
CHARACTERISTICS*	X	X	X	X	X	999	X	9(6)V99	9(7)[illegible]	[illegible]	X
CHARACTERS/BYTES	1	1	1	1	1	3	1	8	11	3	1
RELATIVE POSITION	1	2	3	4	5	6–8	9	10–17	18–28	29–31	32

EOR

FILE DEFINITION

File Label Name	LSW6 - REPORTS
Records Per Block	19
Char/Bytes Per Record	32
Type of Format	FIXED LENGTH
Storage Device	DISK
Recording Mode	TRACK SEGMENTED
Label Records Are	STANDARD
Retention Cycle	SCRATCH

PROGRAMS USING THIS FILE

Input To	Output From
D500-008	D500-008

FILE SEQUENCE

		FIELD NAME	POSITION	NO. CHAR.
Major	1	POS. 1-15 ASC.	1-15	15
	2	POS 16 DESC.	16	1
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
Minor				

FOOTNOTES

FORMAT IS IDENTICAL TO LSW5 - REPORTS

*Characteristics
Alphabetic or Blank ____ A
Alphanumeric ____ X
Numeric ____ 9
Assumed Decimal Point ____ V
Examples of Signed Fields
S9999 9999S
S999V99 9999V9S

REVISIONS

Date	By
1 SEP 72	D. Du Bois

LSP-2

Section 6

INPUT

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES -
LIBRARY LABOR COST ACCOUNTING SYSTEM
RUN SPECIFICATION

12 MAY 1972

Col 11 [A]

DATE ☐ ☐ ☐ ☐ ☐ ☐ FORMAT IS MM DD YY.
Cols 12 13 14 15 16 17

1. ☐ Col 18 — SUMMARY REPORTS CODE - If a summary report is required place a "1" here, else leave blank and no summary will be provided.

2 ☐ Col 19 — DETAIL REPORTS CODE - If detail reports are required place a "1" here, else leave blank and no detail reports will be provided.

3. ☐ Col 20 — DETAIL TYPE CODE - Indicate the content of the detail report here where:

   A. Both time and dollars are to be displayed use "1"
   B. Dollars only are to be displayed use "2"
   C. Time only is to be displayed use "3"

4. ☐ Col 21 — PARTICULAR TIME CODE - If all weeks presented in the input are to be processed and displayed place a "1" here, else leave blank and only the week or weeks designated below will be processed.

   NOTE: If this box is blank, at a minimum the next box (5, below) must contain a valid week code.

5. ☐☐ Col 22 23 — "FROM/ONLY" WEEK CODE - If the above box (number 4) is blank, this box must contain the numeric code for the specific week to be processed or the numeric code for the first of a group of weeks to be processed.

6. ☐☐ Col 24 25 — "TO" WEEK CODE - If a group of weeks is to be processed this box must contain the numeric code for the last week in the group. If this box is left blank, only the week designated in box 5 (above) will be processed.

7. ☐ Col 26 — PARTICULAR RESPONDENT CODE - If all libraries represented in the input are to be processed and displayed place a "1" here, else leave blank.

   NOTE: A minimum of one library must be designated and up to five can be specified (below) if this box is blank.

8. Col 27 28 — FIRST LIBRARY CODE - If above box (number 7) is blank, this box must contain a valid library code. These codes are:

Bakersfield	35	Pomona	10
Chico	20	Sacramento	60
Dominguez Hills	55	San Bernardino	63
Fresno	25	San Diego	65
Fullerton	50	San Francisco	75
Hayward	05	San Jose	80
Humboldt	30	San Luis Obispo	15
Long Beach	40	Sonoma	85
Los Angeles	45	Stanislaus	90
Northridge	70		

9. Col 29 30 — SECOND LIBRARY CODE - (Optional) Enter here the code for the second library to be processed (table of valid codes above).

10. Col 31 32 — THIRD LIBRARY CODE - (Optional) Enter here the code for the third library to be processed (table of valid codes above).

11. Col 33 34 — FOURTH LIBRARY CODE - (Optional) Enter here the code for the fourth library to be processed (table of valid codes above).

12. Col 35 36 — FIFTH LIBRARY CODE - (Optional) Enter here the code for the fifth library to be processed (table of valid codes above).

13. Col 37 — SPECIFIC MEDIA CODE - To designate the type media to be processed enter the appropriate media code from the table below:

Code	Media
0	Books & Serials
1	Periodicals
2	A/V Materials
3	Microform
4	Curriculum
b	All (Detail Report Segregated By Media)
x	All (Detail Report Combines All Media)

14. Col 38 — CONTRIBUTOR CODE - To designate specific personnel types to be processed. Enter the appropriate contributor code from the table below:

Code	Contributor
T	Technical Processing
P	Public Services
b	All

15. ☐ Col 39

DETAIL FILE OPTION - Enter 'D' to prevent file LST1 Detail File from being input to this run; leave blank when Detail File is to be processed. When 'D' is entered, the system assumes that the Detail File has already been processed in a previous run, and that file LSW4 Sorted Detail File exists. This option may also be used when it is desired to only edit Production Unit Cards, and perform no other processing. NOTE: The Detail File must be re-input whenever changes in selection criteria are desired, e.g., media, library, week, etc.

16. ☐ Col 40

DETAIL ERROR LIST OPTION - Enter 'L' to suppress production of Detail Error List.

17. ☐ Col 41

PRODUCTION UNITS ERROR OVERRIDE - Enter 'E' to prevent errors in Production Unit Cards from halting the system; invalid cards will be dropped, and processing continues. When this option is left blank, the presence of any errors in Production Unit Cards will cause the system to abnormally terminate upon completion of the Edit Program (D500-004).

NOTE: The user has the option of submitting, or of not submitting, User Table Cards and/or Production Unit Cards. The system interprets the absence of these card files as follows:

a) When User Table Cards ('T' in col 11) are not submitted, the system assumes that File LSW2 User Tables has already been created by a previous run.

b) When Production Units Cards are not submitted, the system assumes that File LSW3 Sorted Production Units has already been created by a previous run. NOTE: Changes in selection criteria do not necessitate re-input of Production Unit Cards, so long as the existing file LSW3 contains full data. This is because selection of Production Units occurs in both D500-004 Edit and D500-006 Merge. Note that this procedure differs from selection of Detail File records, which occurs only in program D500-004 Edit.

6.1.20

PRODUCTION UNIT SUMMARY	COLLEGE: _____ AUTHOR: _____	DATE:

	Books & Serials	Periodicals	A-V & other Graphic Mat.	Microforms	Total
I. A. Preliminary Activities (No. Requests Processed)					
B. Ordering (No. Titles Ordered)					
C. Receiving (No. Titles Received)					
(No. Volumes Received)					
II. H. Added Copies/ Added Volumes Routine (No. Volumes Added)					
I. Cataloging (No. Titles Cataloged)					
J. Original Cataloging (No. Titles Cataloged)					
K. Card Production & Processing (No. Card Sets Produced)					
L. End Processing (No. New Vols. Processed)					
(No. Volumes Mended)					
(No. Volumes Bound)					

COMMENTS:

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Preliminary Activities AUTHOR: _____	Page_____ of_____ Month _____ Week Dates_____thru_____

2	EMPLOYEE IDENTIFIER Assigned to PS ____ or TS ____ Local Code: _____	Classification: _____ Monthly Salary: $ _____ Salary Step _____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day					Analyst's use	
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	
1. Open, sort and distribute incoming mail.							
2. Review book order requests.							
3. Review selection media.							
4. Select titles to be ordered.							
5. Type library order request card.							
6. Other (specify)							
5 COMMENTS/FOOTNOTES							

6.1.31

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Ordering AUTHOR: _____	Page 1 of 2 Month _____ Week Dates ____ thru ____

2	EMPLOYEE IDENTIFIER Assigned to PS ____ or TS ____ Local Code: _____	Classification: _____ Monthly Salary: $ _____ Salary Step _____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						Analyst's use
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	
7. Bibliographic searching.							
8. Assign vendor and fund.							
9. Prepare multiple order record.							
10. Type purchase requisition, etc.							
11. Revise typing.							
12. Sign and mail requests.							
13. Burst and file forms.							
14. Encumbrance or pre-payment routine.							
5 COMMENTS/FOOTNOTES							

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Ordering, Continued AUTHOR: _____	Page 2 of 2 Month _____ Week Dates ____ thru ____

2	EMPLOYEE IDENTIFIER Assigned to PS ____ or TS ____ Local Code: _____	Classification: _____ Monthly Salary: $ _____ Salary Step _____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
15. Other (specify)							
5 COMMENTS/FOOTNOTES							

6.1.33

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Receiving AUTHOR: _____	Page 1 of 2 Month _____ Week Dates ____ thru ____

2	EMPLOYEE IDENTIFIER Assigned to PS ____ or TS ____ Local Code: _____	Classification: _____ Monthly Salary: $ _____ Salary Step _____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
16. Unpack books; check against packing list or invoice.							
17. Prepare confirming order (approvals, standing orders, etc.)							
18. Check outstanding order file.							
19. Check in serials and periodicals on Kardex.							
20. Collate books.							
21. Book return procedure (incorrect shipment, defective copy, approval books).							
22. Book accessioning routine.							
23. Write sourcing information.							
5 COMMENTS/FOOTNOTES							

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Receiving, Continued AUTHOR: _____	Page 2 of 2 Month _____ Week Dates ____ thru ____

2	EMPLOYEE IDENTIFIER Assigned to PS ____ or TS ____ Local Code: _____	Classification: _____ Monthly Salary: $ _____ Salary Step _____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day					Analyst's use	
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	
24. Prepare gift record form.							
25. Book distribution routine.							
26. Prepare receiving report (claims schedule).							
27. Prepare invoices for payment.							
28. Expenditure routine.							
29. Other (specify)							
5 COMMENTS/FOOTNOTES							

6.1.35

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Post-Cataloging AUTHOR: _____	Page _____ of _____ Month _____ Week Dates ____ thru ____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____

Classification: _____
Monthly Salary: $ _____ Salary Step _____

Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS — Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
30. Clear in-process file.							
31. File forms, etc. in completed records or discard.							
32. Requester notification routine.							
33. Periodic accessions list routine.							
34. Other (specify)							
5 COMMENTS/FOOTNOTES							

FUNCTION WORKSHEET	1 COLLEGE: _____ FUNCTION: Miscellaneous Activities AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____

2 EMPLOYEE IDENTIFIER		Analyst's use
Assigned to PS ____ or TS ____	Classification: _____	
Local Code: _____	Monthly Salary: $ _____ Salary Step _____	Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS — Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use: TOTAL HOURS	
35. Vendor status routine.							
36. Claims routine.							
37. Cancellations routine.							
38. Out-of-print order routine.							
39. Process inquiries.							
40. Other (specify)							
5 COMMENTS/FOOTNOTES							

6.1.37

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Pre-cataloging AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____

2	EMPLOYEE IDENTIFIER Assigned to PS ____ or TS ____ Local Code: _____	Classification: _____ Monthly Salary: $ _____ Salary Step _____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
41. Sort books, assign and distribute.							
42. Search for cataloging copy; verify bibliographic information.							
43. Search NUC.							
44. Search IDC-MCRS.							
45. Search CARDSET.							
46. Other (specify)							
5 COMMENTS/FOOTNOTES							

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Obtaining and Maintaining L.C. Data AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____

2	EMPLOYEE IDENTIFIER Assigned to PS ____ or TS ____ Local Code: _____	Classification: _____ Monthly Salary: $ _____ Salary Step _____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS — Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
47. Order LC cards or other units.							
48. Receive and arrange LC cards.							
49. Receive and arrange LC proof slips or proof sheets.							
50. File LC cards (cards or proof).							
51. Other (specify)							
5 COMMENTS/FOOTNOTES							

6.1.39

FUNCTION WORKSHEET	1	COLLEGE:	Page ____ of ____
		FUNCTION: Added Copies/Added Volumes Routine	Month ____
		AUTHOR:	Week Dates ____ thru ____

2	EMPLOYEE IDENTIFIER Assigned to PS ____ or TS ____ Local Code: ____	Classification: ____ Monthly Salary: $ ____ Salary Step ____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day					Analyst's use	
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	
52. Added copies/added volumes routine.							
53. Other (specify)							
5 COMMENTS/FOOTNOTES							

G.1.40

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: L. C. Cataloging AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____

2	EMPLOYEE IDENTIFIER Assigned to PS ____ or TS ____ Local Code: _____	Classification: _____ Monthly Salary: $ _____ Salary Step _____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
54. Match LC cards or proof copy and books.							
55. Catalog and classify with LC cards/copy.							
55a. Shelf list checking.							
56. Revision of cataloging.							
57. Other (specify) (U.C. catalogs and other acceptable sources).							
5 COMMENTS/FOOTNOTES							

0.1.41

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Original Cataloging AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____

2	EMPLOYEE IDENTIFIER Assigned to PS ____ or TS ____ Local Code: _____	Classification: _____ Monthly Salary: $ _____ Salary Step _____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
58. Original cataloging and classifying.							
59. Revision of cataloging.							
60. Shelf listing.							
61. Other (specify)							
5 COMMENTS/FOOTNOTES							

FUNCTION WORKSHEET	1	COLLEGE: ____ FUNCTION: Card Reproduction and Processing AUTHOR: ____	Page 1 of 2 Month ____ Week Dates ____ thru ____

2	EMPLOYEE IDENTIFIER Assigned to PS ____ or TS ____ Local Code: ____	Classification: ____ Monthly Salary: $ ____ Salary Step ____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS — Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
62. Type complete card sets.							
63. Type master card.							
64. Revise master card.							
65. Type modification on a card or proof slip.							
66. Reproduce card sets (other than typing).							
67. Sort cards into sets.							
68. Type call number, added entries.							
69. Revise typing on card sets.							
5 COMMENTS/FOOTNOTES							

6.1.43

FUNCTION WORKSHEET	1	COLLEGE: ~~Card Reproduction and~~ FUNCTION: ~~Processing, Continued~~ AUTHOR:	Page 2 of 2 Month Week Dates ____ thru ____

2	EMPLOYEE IDENTIFIER Assigned to PS ____ or TS ____ Local Code:	Classification: Monthly Salary: $ ____ Salary Step ____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
70. Prepare (typing) authority cards.							
71. Prepare (typing) cross-reference cards.							
72. Other (specify)							
5 COMMENTS/FOOTNOTES							

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: End Processing AUTHOR: _____	Page 1 of 2 Month _____ Week Dates ____ thru ____

2	EMPLOYEE IDENTIFIER Assigned to PS ____ or TS ____ Local Code: _____	Classification: _____ Monthly Salary: $ _____ Salary Step _____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS — Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
73. Prepare circulation card.							
74. Prepare book pocket.							
75. Mark call number or place label on spine of volume.							
76. Affix pocket and date due slip; affix gift plate.							
77. Affix biographical and review material in book.							
78. Stamp property marks.							
79. Affix plastic jacket to book.							
80. Binding routine (State Printer or Commercial binder).							
5 COMMENTS/FOOTNOTES							

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: End Processing, Continued AUTHOR: _____	Page 2 of 2 Month _____ Week Dates ____ thru ____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____
Classification: _____
Monthly Salary: $ _____ Salary Step _____
Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
81. Library binding and Mending.							
82. Revise completed books before forwarding to circulation.							
83. Distribution							
84. Cancellations and withdrawals.							
85. Other (specify)							
5 COMMENTS/FOOTNOTES							

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: File Maintenance AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____

2	EMPLOYEE IDENTIFIER Assigned to PS ____ or TS ____ Local Code: _____	Classification: _____ Monthly Salary: $ _____ Salary Step _____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS — Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
86. Sort and arrange shelf list.							
87. File shelf list.							
88. Revise filing of shelf list and all catalog cards.							
89. Sort and alphabetize all catalog cards in the set.							
90. File all catalog cards.							
91. Revise filing of all catalog cards.							
92. Catalog maintenance.							
93. Other (specify)							
5 COMMENTS/FOOTNOTES							

6.1.47

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Administration AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____ Classification: _____ Analyst's use
Local Code: _____ Monthly Salary: $ _____ Salary Step _____ Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS — Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use: TOTAL HOURS	
94. Supervision							
95. In-service training.							
96. On-campus meetings.							
97. Off-campus meetings.							
98. Public Service Activities.							
99. Other (specify)							
5 COMMENTS/FOOTNOTES							

California State University and Colleges

Standardized Technical Processing Activities
Scope of Functions Performed

I. Acquisitions

A. Preliminary Activities

1. Open, sort and distribute incoming mail:
   Mail is opened and sorted into like items (publishers advertisements, catalogs, book requests, invoices, incoming books, serials, etc.), and distributed to appropriate processing point.

2. Review book order requests:
   Book order requests are examined to determine their bibliographic completeness, their suitability to the scope of the collection, and the status of the funds against which they will be charged. Book order requests satisfy specific information needs and build the collection in departmental areas. Includes replacement orders.

3. Review selection media:
   Selection media are periodically reviewed to identify new titles which should be added to the collection. Placement of orders by review of selection media satisfies the general subject scope of the collection.

4. Select titles to be ordered or kept:
   Titles which satisfy departmental or general interests are selected for order placement, within budgetary limitations. Includes approvals and gifts.

5. Type library order request card:
   Typist prepares library order request card from bibliographic information supplied by the requester. Information may be sent in the form of publishers flyers, brochures, handwritten request lists, catalogs, bibliographies, etc. A single order request card is typed or handwritten for each title selected. Libraries frequently supply order request cards to each academic department, with instructions for order placement. They can then use the request card completed by the department rather than duplicate work with a separate typing.

B. Ordering

7. Bibliographic searching.
   Requests are searched: (1) To establish entry, complete missing bibliographic information, and determine availability of title and LC copy through *Cumulative Book Index*, *National Union Catalog*, *Books in Print*, *Book Publishing Record*, card catalog, etc.; (2) to determine possible duplication of title, through card catalog and outstanding order file.

Different libraries perform differing levels of searching/verification. Some are primarily interested in verifying form of entry, some want to establish price and others will not place the order until the complete citation has been verified.

8. Assign vendor and fund:
Librarian designates dealer or publisher with whom an order will be placed, and indicates the fund to be encumbered.

9. Prepare multiple order record:
Typist completes multiple-order form for each title ordered, following oral or written instructions for each group of orders. Multiple order form may also be xeroxed or otherwise reproduced.

10. Type purchase requisition, etc.:
Typist prepares requisition or order, either in ordering a group of titles (initial order), or as a confirming request for payment for materials already received.

11. Revise typing:
Librarian examines typed orders, noting that information is accurately typed and is complete.

12. Sign and mail requests:
Requests are signed, appropriate vendor copies are placed in addressed envelopes and orders are mailed to assigned vendor or publisher.

13. Burst and file forms:
All forms are separated and sorted for distribution. Order forms prepared by xerox or other reproduction are cut apart and sorted for distribution. Sorted forms are filed in designated files; i.e., outstanding orders file, purchase requisition or order file, fund file, etc.

14. Encumbrance or prepayment routine:
Encumbrance entry is made in ledger under appropriate fund for each title ordered. If library budgetary records are calculated on unit record equipment, an encumbrance card(s) is keypunched from order record information.

C. Receiving

16. Unpack books; check against packing list or invoice:
Packages containing books are opened, books are arranged for checking, and checked against packing slip and/or invoice. Incoming books are screened to determine which need special handling.

17. Prepare confirming order:
Type order form for title received on approval plan, standing order, etc. Burst forms and file in appropriate file.

18. Check outstanding order file:
Outstanding order file slips are pulled, or date of receipt of book is noted on the slip which remains in order file until processing completed.

19. Check in serials and periodicals on Kardex:
Serials are separated from the other titles and are entered in the Kardex records before further processing.

20. Collate books:
Book is examined page by page to determine whether signatures have been properly bound and print is clear.

21. Book return procedure (incorrect shipment, defective copy, approval books):
Books which have been incorrectly supplied, approval books not selected, and defective copies are prepared for return shipment to the supplying source.

22. Book accessioning routine:
Accession number is stamped on book for positive identification of individual title. Number may be stamped or otherwise recorded on one or more records as aid in identification, and in slipping charge cards. Formal accessions record (ledger) may be maintained in which accessions number, author, title, publisher, date, order source, price, etc., are recorded for each item accessioned. Informal accessions record may be in form of notebook of invoices or order slips stamped with accessions number.

23. Write sourcing information:
Information on source of order is written in each book, usually on the page following the verso of the title page: (1) Copy number of book; (2) date of receipt of book in library, (3) source of order (vendor or publisher); (4) list price of book.

24. Prepare gift record form:
A gift record is prepared for each book given the library which is added to the collection. (*Note:* A library order request card, or multiple order record may be typed, depending upon how many copies of the record the library requires in processing gift materials.)

25. Book distribution routine:
A process form may be prepared to be routed with each title. Books are forwarded to the Cataloging Department, or placed in a holding area, depending upon available copy and processing treatment.

26. Prepare receiving report (claims schedule):
A report is prepared certifying receipt of materials for which payment is requested.

27. Prepare invoices for payment:
Invoices are checked to insure that all titles listed on the invoice have been received. Any discrepancies (incorrect shipment, defective copy, etc.) are

noted, necessary changes are made, and the invoice is certified for payment, either through preparation of a receiving report or by signature of the librarian on the invoice itself. Forms are sent to the Business Office for payment.

28. Expenditure routine:
Expenditure amounts are posted under approriate titles and funds in the ledger (or an expenditure card is keypunched for each title paid). Fund encumbrance and expenditure data are maintained on current basis on a ledger or on punched cards. Periodic reports are distributed to academic departments for which library maintains records, and to purchasing or Fiscal Office. Credit memos are accounted for.

D. **Post-Cataloging**

30. Clear in-process file:
Order slips are pulled from outstanding orders file when Acquisitions receives notification from Cataloging that title is completely processed, and is ready for circulation.

31. File forms, etc., in completed records or discard:
Prepared forms used in the order process are filed in required completed orders files, or are discarded when removed from the in-process files.

32. Requester notification routine:
Requester is notified that title is processed and is ready for circulation.

33. Periodic accessions list routine:
A list of selected or total recent acquisitions is prepared on a periodic basis, and sent to faculty members. Includes serials listings, directories, print-outs, etc.

E. **Miscellaneous Activities**

35. Vendor status routine:
Write dealer's reply on order form in outstanding order file; pull order form if dealer has cancelled order, or if library wants to cancel.

36. Claims routine:
Order files are periodically searched to locate orders which have been outstanding beyond the established period for claims. Form letters are prepared (or multiform slips are reproduced) and mailed to the ordering source, requesting explanantion of delay in receiving requested material.

37. Cancellations routine:
Orders which the source cannot supply are cancelled, with possible placement to another source (dealer, publisher, out-of-print dealer). Appropriate forms are pulled from all in-process files at time of cancellation, reason noted, and determination made of desirability of a re-order.

38. Out-of-print order routine:
Desired out-of-print materials may be ordered through an out-of-print dealer or advertised in a publication such as the *Antiquarian Bookman* or the

Library Bookseller (TAAB). A letter is prepared for either purpose and mailed to the source. A request form is typed for each title ordered and filed in the in-process file.

39. Process inquiries:
Answer specific inquiries from requester regarding status of an order in process; general inquiries concerning status of in-process order noted in public catalog by patron; general inquiries regarding bibliographic information, i.e., author, title, date of publication, publisher, price, etc.

II. Cataloging

F. Pre-Cataloging

41. Sort books, assign and distribute:
Books delivered from the Acquisitions Department are sorted into categories for processing: i.e., added volumes, added copies, books with LC copy, books for which LC cards/copy must be searched, original cataloging, etc. Books are placed on book trucks and distributed to the appropriate processing area.

42. Search for cataloging copy; verify bibliographic information:
Additional searching is done to verify bibliographic data and to locate cataloging copy or copy closely approximating titles to be cataloged.

43. Search NUC:
Search NUC and LC catalog of printed cards to verify bibliographic data and locate cataloging information.

44. Search IDC-MCRS:
Search IDC-Micrographic Cataloging Retrieval System indexes to locate bibliographic data for cataloging input.

45. Search CARDSET:
Search CARDSET indexes to locate bibliographic data for cataloging input and card reproduction.

G. Obtaining and Maintaining L.C. Data

47. Order LC cards or other unit cards:
Cards to be ordered are determined, order is prepared (multiple-form LC slip, or preprinted, typed LC order), LC or other unit card order (Wilson cards, etc.) is sent, and interim (outstanding) order slip is filed. Unit cards are frequently ordered at the time orders for new titles are placed.

48. Receive and arrange LC cards:
Upon receipt of cards, LC interim order slip is pulled, LC cards are sorted, and matched, or held for filing (and later matching with incoming books).

49. Receive and arrange LC proof slips or proof sheets:
Upon receipt of proof slips, slips are examined, sorted and matched with books or held for filing. Proof sheets are examined, cut apart, sorted, and matched with books or held for filing.

50. File LC copy (cards or proof):
LC copy is sorted (unless received pre-sorted) and filed as it is received.

H. Added Copies/Added Volumes Routine

52. Added copies/added volumes routine:
The main entry and shelf list cards are pulled, added copies or volumes are entered on these records (also the Kardex record in some cases) and the books are then ready for physical processing.

I. LC Cataloging

54. Match LC cards or proof copy and books:
Upon receipt of both book and LC card set, a match is accomplished through systematic, periodic check of both book holding shelves and LC card holdings drawers, or a proof copy is pulled.

55. Catalog and classify with LC cards/copy:
LC cards or copy are compared with book to insure that cards match the book in question. Titles are classified (LC or Dewey Decimal), entries may be checked in the public catalog, subjects established, and modifications made, if necessary. Call number is written inside the book.

55a. Shelf List Checking: (See 60)

56. Revision of Cataloging:
Cataloging and classification are checked by *someone other than the cataloger himself* to ensure correctness and appropriateness. Corrections or changes are made as necessary.

J. Original Cataloging

58. Original cataloging and classifying:
Cataloger performs descriptive cataloging, subject analysis, classification, and authority work (i.e., name subject, etc.) for titles for which no LC copy is available. Cataloger prepares a work slip or work sheet to be used in typing copy for catalog card reproduction.

59. Revision of Cataloging:
Cataloging and classification are checked by *someone other than the cataloger himself* to ensure correctness and appropriateness. Corrections or changes are made as necessary.

60. Shelf listing Checking:
The shelf list is examined to prevent duplicate assignment of a call number. A temporary shelf list slip/card is prepared and filed to reserve the call number while the book is being processed, and before a permanent shelf list card is prepared and filed.

K. Card Reproduction and Processing

62. Type complete card sets:
Complete card sets are typed; or additional cards are typed as required to complete card sets.

63. Type master card:
A master card is typed, to be used in reproducing sets of unit cards by electrostatic or photoreproductive processes. A complete set of catalog cards may be typed in lieu of reproducing the set.

64. Revise master card:
Master card is proofread to correct any typing errors. If a complete set of catalog cards is typed, each card must be examined for errors.

65. Type modification on a card or proof slip:
Close copy is modified, if little modification is required. Modified copy then serves as master card for reproduction of card sets.

66. Reproduce card sets (other than typing):
Some method of card reproduction is used to duplicate a set of catalog cards from each master card typed.

67. Sort cards into sets:
Reproduced cards are sorted into sets after reproduction (and cutting, if necessary).

68. Type call number, added entries:
Call number is typed on cards in the set; established added entries are typed at top of cards in the set; shelf list card is typed.

69. Revise typing on card sets:
Cards are revised to verify accuracy of typing, both of call number and added entries.

70. Prepare authority cards:
Authority cards are typed or otherwise prepared as necessary for authority files mentioned.

71. Prepare cross-reference cards:
Cross-reference cards are typed or otherwise prepared as new subject (and corporate) entries are established, and emphasis on established subjects changes.

L. End Processing

73. Prepare circulation card:
A circulation charge card(s) is typed or prepared for all books processed into the library's circulation collection.

74. Prepare book pocket:
Identifying bibliographic elements may be typed on the book pocket; or adhesive label containing elements may be attached to the pocket.

75. Mark call number or place label on spine of volume:
Call number is hand lettered or otherwise placed on the spine of a book (through use of self-adhesive labels, commercial labeling machines, etc.). Special location designation strips and symbols are affixed to spine.

76. Affix pocket and date due slip. Affix gift plate:
Book card pocket is glued into book in a predetermined position. Date due slip is tipped in. Gift plate is pasted in book in a fixed position.

77. Affix biographical and review material in book:
Biographical material about the book's author, and significant reviews found on dust jacket are clipped and pasted in book.

78. Stamp property marks:
The library's identifying stamp is placed on the book at several fixed locations (i.e., edge stamp, title page, secret page, etc.).

79. Affix plastic jacket to book:
Plastic jacket is placed over dust cover and affixed to the book.

80. Bindery Routine. (Preparation and Receiving):
Paperback books and other paperbound materials are prepared for shipment to the State Printer or local bindery. Paperwork required for the bindery is prepared. Upon return, the shipment is checked, records changed to reflect titles, which have been returned, and volumes readied for processing.

81. Library binding and mending:
Libraries equipped for "home binding" may bind paperback books or place in pamphlet binders. Includes general repair or mending.

82. Revise completed books before forwarding to circulation:
Completely processed books are checked to insure accuracy of typing and processing.

83. Distribution:
Books are sorted according to various categories or destinations, e.g., reference, new book display shelf, and are delivered to their destination.

84. Cancellations and Withdrawals:
Materials which are declared lost (cancellations) or withdrawn because of excessive wear, obsolescence, etc., require that the library records be changed, catalog cards, shelf lists, etc., be removed or changed as appropriate and the physical volumes, if available, are stamped "withdrawn" and discarded.

M. File Maintenance

86. Sort and arrange shelf list:
Cards (shelf list, main catalog, authority, cross-reference, etc.) are arranged in order in which they will be filed.

87. File shelf list:
Cards are filed in the shelf list, public catalog and other files following library's rules for systematic arrangement of card files.

88. Revise filing of shelf list.
Filing is checked to insure its accuracy; corrections are made where necessary.

89. Sort and alphabetize *all* catalog cards in the set:
This function includes the sorting and alphabetizing of card sets for new titles, main entry and analytic cards for added volumes, cards for titles recataloged or reclassified, cards withdrawn to update entry, etc. These cards are arranged in 26 groups according to the 1st letter of the 1st word of catalog entry with additional sortings of each subgroup by 2nd or 3rd letter, and the final arrangement of each subgroup in alphabetic order, word by word, to the end of the entry in each card.

90. File *all* catalog cards:
Interfiles of all catalog cards sorted and alphabetized as in 89 in the public catalog and the authority file which the catalog department maintains.

91. Revise filing of all catalog cards:
This function may include any or all of the following activities: review of filing of catalog cards as mentioned in 90; notification and correction of filing errors, and the making of filing decisions.

92. Catalog maintenance (other than filing):
Replacement of worn or mutilated cards, correction of changed or incorrect entries, etc., is entailed in maintenance of the card catalog.

N. Administration

94. Supervision:
Identifiable supervisory activities not inherently included in other activities. Includes review, coordination, and supervisory activities associated with conduct of this study.

95. In-service training:
Includes time spent, whether on- or off-campus, attending workshops, seminars, lectures, etc. which are intended to maintain or upgrade skills. Also, includes travel time to and from place of work.

96. On-campus meetings:
Includes time spent in attending and participating in campus meetings, whether or not related to library functions.

97. Off-campus meetings:
Includes time spent in attending and participating in any off-campus meeting authorized by supervisor.

98. Public Service Activities:
Includes activities performed by technical service staff unless defined above.

Section 7

REPORT SAMPLES

10/03/72

CALIFORNIA STATE UNIVERSITY AND COLLEGES

LIBRARY LABOR COST ACCOUNTING SYSTEM

ERRORS - PRODUCTION UNITS

CARD IMAGE LOCAL/FIELD/CODE/COMMENT

000000 TOTAL ERRORS, 000000 RECORDS REJECTED, 000000 RECORDS BYPASSED, 000380 RECORDS INPUT, 000380 RECORDS OUTPUT.

10/03/72

CALIFORNIA STATE UNIVERSITY AND COLLEGES

LIBRARY LABOR COST ACCOUNTING SYSTEM

ERRORS - DETAIL

CARD IMAGE				LOCAL/FIELD/CODE/COMMENT		
4507T1870	00197 066	00500040 04000300		0150	014	TIME NOT IN QUARTER HOURS--ACC/ROUND
				0040	014	TIME NOT IN QUARTER HOURS--ACC/ROUND
4508T1126	00272 004	04100700		014	012	ACTIVITY CODE NOT IN ACTIVITY TABLE
4508T1126	00331 007	04500410022000420		0450	014	TIME NOT IN QUARTER HOURS--ACC/ROUND
4508T2906	00378 009	0100		009	012	ACTIVITY CODE NOT IN ACTIVITY TABLE
4508T1870	00197 013	02200210 002000020		0	013	DAILY TIME NOT NUMERIC
4508T1870	00197 017	01000230010		017	012	ACTIVITY CODE NOT IN ACTIVITY TABLE
3507T2902	00577 002	00300060002001300230		0060	014	TIME NOT IN QUARTER HOURS--ACC/ROUND
3507T2902	00577 004	0010 0020		004	012	ACTIVITY CODE NOT IN ACTIVITY TABLE
3507T2902	00577 009	0010		009	012	ACTIVITY CODE NOT IN ACTIVITY TABLE
3507T1126	00287 010	03400520022001200100		0340	014	TIME NOT IN QUARTER HOURS--ACC/ROUND
3507T2902	00577 017	00200030010		017	012	ACTIVITY CODE NOT IN ACTIVITY TABLE
3507T1870	00220 089	02000200	W		006	GARBAGE IN RESERVED COLUMNS
3506T2902	00577 004	0020 0120		004	012	ACTIVITY CODE NOT IN ACTIVITY TABLE
3506T2904	00311 009	02100120		009	012	ACTIVITY CODE NOT IN ACTIVITY TABLE
3506T2902	00577 017	0100		017	012	ACTIVITY CODE NOT IN ACTIVITY TABLE
4007T1126	00260 001	01000150015001000100		0150	014	TIME NOT IN QUARTER HOURS--ACC/ROUND
				0150	014	TIME NOT IN QUARTER HOURS--ACC/ROUND
4007T2905	00361 009	0020 0020		009	012	ACTIVITY CODE NOT IN ACTIVITY TABLE
4007T1870	00226 017	04000400		017	012	ACTIVITY CODE NOT IN ACTIVITY TABLE
4007T1126	00260 027	04500200040005000400		0450	014	TIME NOT IN QUARTER HOURS--ACC/ROUND
4007T1126	00260 035	01000400020001500100		0150	014	TIME NOT IN QUARTER HOURS--ACC/ROUND
4512T2901	00668 004	0010 0010		004	012	ACTIVITY CODE NOT IN ACTIVITY TABLE
4512P1870	00197 080	11101620103009001320		1110	015	DAILY TIME EXCEEDS TEN HOURS--ACC/MOD
				1110	014	TIME NOT IN QUARTER HOURS--ACC/ROUND
				1620	015	DAILY TIME EXCEEDS TEN HOURS--ACC/MOD
				1620	014	TIME NOT IN QUARTER HOURS--ACC/ROUND
				1320	015	DAILY TIME EXCEEDS TEN HOURS--ACC/MOD
				1320	014	TIME NOT IN QUARTER HOURS--ACC/ROUND

CALIFORNIA STATE UNIVERSITY AND COLLEGES

LIBRARY LABOR COST ACCOUNTING SYSTEM

SUMMARY

LIBRARY CODE	***** ORDERING ***** $	$/UNIT	%	**** CATALOGING **** $	$/UNIT	%	**** PROCESSING **** $	$/UNIT	%	* RELATED ACTS * $	%	TOTAL $
A	5,469	.70	18.5	7,120	2.61	24.1	5,131	1.26	17.4	11,821	40.0	29,541
B	4,319	1.77	21.1	4,864	2.05*	23.8	5,362	1.85	26.2	5,913	28.9L	20,458
C	3,833	.97	26.0	1,651L	.68L	11.2L	3,128	1.07	21.2	6,155	41.7	14,767
D	7,506	1.10	17.6	12,716*	2.03	29.7	6,730	1.44	15.7	15,816	37.0	42,768*
E	4,580	1.23	19.7	7,536	2.21	32.3	3,446	.44L	14.8	7,747	33.2	23,309
F	6,995	1.42	19.0	12,629	2.59	34.3	4,704	.73	12.8	12,499	33.9	36,827
G	1,808L	.60L	15.8	2,629	.69	23.0	3,086	.64	27.0H	3,888L	34.1	11,409L
H	7,804	.69	26.6	8,655	2.64	29.5	4,119	.87	14.1	8,728	29.8	29,306
I	2,580	1.23	15.5	4,537	1.38	27.2	3,214	2.14H	19.2	6,358	38.1	16,699
J	12,851	1.33	21.8	13,943	2.02	23.7	6,171*	.49	10.5L	25,955	44.1H	58,920
K	8,846	1.97	13.2L	18,984H	.94	28.4*	13,055H	.56	19.5	26,070H	38.9	66,955H
L	9,532	1.24	18.6*	15,678	1.81	30.6	9,719	1.31	18.9	16,386	31.9	51,315
M	11,615	1.72	20.5	14,294	1.90	25.3	9,871	1.03*	17.4	20,833	36.8	56,613
N	5,806	.63	13.5	15,737	2.76H	36.6H	7,932	1.07	18.4	13,542*	31.5	43,017
O	8,748	.83	18.3	15,221	2.41	31.9	6,496	.96	13.6	17,247	36.1	47,712
P	17,992H	5.37H	27.0	13,185	1.86	19.8	11,652	1.58	17.5*	23,834	35.8	66,663
Q	7,220*	.78	14.8	15,902	2.15	32.6	9,094	.97	18.6	16,621	34.0	48,837
R	10,341	1.08*	16.0	18,870	2.58	29.2	12,570	1.94	19.5	22,852	35.4*	64,633
S	4,998	1.28	30.4H	3,464	2.15	21.1	2,568L	.76	15.6	5,424	33.0	16,454
TOTAL	142,843			207,615			128,046			267,699		746,203

7.1.12

LIBRARY LABOR COST ACCOUNTING SYSTEM

UNIT COST SUMMARY

LIBRARY CODE	PROCESS REQUEST	TITLE ORDERED	TITLE RCVD	VOLUME RCVD	VOLUME ADDED	LC CATALOG	ORIG CATALOG	CARD SETS	VOLUME PROCESS	VOLUME BOUND	VOLUME MEND
A	.29	.41	.07L	.20	.54	.87	8.16H	.85	.41	1.85	.54
B	.94	.83	.08	.04L	.37	1.02	7.02	1.40	.45	NO D	.48
C	.51	.46	.65	.53	.13	.25	1.35	.53	.54H	.83	2.26
D	.52	.57	.63	.23	.50	.57	2.00	1.04	.40	1.22	1.84
E	.67	.56	.40	.29	1.25H	.56	1.75	.17L	.27	.14	3.40H
F	.70	.72	.86	.50	.97	.80	3.08	.53	.21	2.43	.64
G	.26	.33L	.25	.24	.20	.21L	.47L	.44	.20	.42	.50
H	.23L	.46	.50	.22	.74	.99	2.64	.60	.27	.68	.82
I	.27	.95	.66	.39*	.05L	.56	3.74	1.80H	.34	.73	.37
J	1.32	.61	.56	.16	.13	.75	3.85	.35	.14	.47	1.72
K	.69	1.28H	.56	.50	.22	.25	5.67	.45	.12	3.20	.83
L	.72	.52	.66	.25	.11	.86	3.42	1.10	.22	1.39	.38
M	.69	1.03	1.02	.97	.17	.73	2.86	.94	.09L	.89	.79
N	.23	.40	.95	.90	.17	1.95H	1.89	.71	.36	.83	.91
O	.48	.35	.34	.50	.39	.88	4.64	.60	.36	NO DL	.25L
P	4.63H	.74	1.94H	1.40H	.51	.55	1.95	1.22	.36	4.10	.26
Q	.39	.40	.48	.41	.32	.73*	2.98*	.70*	.28	.88*	.35
R	.52*	.56*	1.31	.76	.33*	1.36	2.04	1.48	.46	NO D	.62*
S	.60	.68	.62*	.37	1.20	.72	3.01	.48	.28*	25.41H	.50

LIBRARY LABOR COST ACCOUNTING SYSTEM

BIBLIOGRAPHIC SEARCH SUMMARY

LIBRARY CODE	* GENERAL SEARCH * $	HRS	*** NUC SEARCH *** $	HRS	****** MCRS ****** $	HRS	***** CARDSET ***** $	HRS	****** TOTAL ***** $	HRS
A	1,950	629	679	193	537	187	NO D	NO D	3,166	1,009
B	1,463	466	514	179	489	222	NO D	NO D	2,466	867
C	1,502	590	406	208	NO D	NO D	2	1	1,910	799
D	3,818	1,283	602	189	562	205	NO D	NO D	4,982	1,677
E	1,884	463	629	202	313	117	NO D	NO D	2,826	782
F	3,779	1,255	2,783	777	531	184	NO D	NO D	7,093	2,216
G	359	125	1,144	331	NO D	NO D	NO D	NO D	1,503	456
H	1,933	811	906	273	78	30	NO D	NO D	2,917	1,114
I	1,097	531	663	293	NO D	NO D	5	3	1,765	827
J	4,995	1,437	2,864	874	1,349	488	NO D	NO D	9,208	2,799
K	4,712	1,429	2,241	590	29	9	231	72	7,213	2,100
L	3,340	925	1,639	540	NO D	NO D	NO D	NO D	4,979	1,465
M	7,464	2,512	1,081	323	NO D	NO D	NO D	NO D	8,545	2,835
N	4,515	1,180	1,042	407	4	1	NO D	NO D	5,561	1,588
O	4,341	1,389	1,673	512	9	3	NO D	NO D	6,023	1,904
P	8,273	2,980	1,733	589	NO D	NO D	NO D	NO D	10,006	3,569
Q	3,611	1,058	3,329	1,029	13	3	NO D	NO D	6,953	2,090
R	6,224	1,628	1,274	364	NO D	NO D	12	7	7,510	1,999
S	1,890	460	492	135	629	252	NO D	NO D	3,011	847
TOTAL $	67,150		25,694		4,543		250		97,637	
HRS		21,151		8,008		1,701		33		30,943

7.1.14

CALIFORNIA STATE UNIVERSITY AND COLLEGES

LIBRARY LABOR COST ACCOUNTING SYSTEM

PRODUCTION UNITS

LIBRARY CODE	PROCESS REQUEST (A)	TITLE ORDERED (B)	TITLE RCVD (C)	VOLUME RCVD (D)	VOL/COPY ADDED (E)	LC CATALOG (F)	ORIG CATALOG (G)	CARD SET PROD (H)	VOLUME PROCESS (I)	VOLUME MENDED (J)	VOLUME BOUND (K)
A	9,327	6,726	71,138	24,334	1,423	2,776	300	3,521	5,213	1,361	302
B	2,363	2,526	26,656	2,832	576	2,635	130	2,412	4,428	760	0
C	4,543	3,290	2,476	3,014	836	2,626	186	1,409	4,444	588	151
D	5,956	7,690	8,761	23,472	2,739	4,526	2,857	3,796	6,998	840	894
E	3,730	3,671	6,243	8,492	630	6,214	821	0	7,778	182	1,215
F	6,009	3,891	4,770	8,269	1,009	6,207	990	5,722	8,136	1,591	486
G	4,207	2,098	5,853	6,208	523	4,365	808	3,733	7,156	878	211
H	18,631	7,490	5,360	12,187	1,336	2,726	1,332	3,683	7,079	1,587	1,178
I	5,076	1,252	3,305	5,541	2,423	2,855	475	757	3,702	849	586
J	6,392	7,207	13,650	47,834	11,352	5,127	1,409	10,433	17,886	1,138	3,441
K	6,723	3,275	9,753	10,973	9,727	21,995	1,236	20,471	33,346	2,549	1,099
L	8,243	6,906	6,406	21,806	17,553	6,942	1,192	6,010	14,400	2,744	1,414
M	10,699	4,147	6,264	6,599	6,241	6,095	1,563	6,150	47,764	1,465	1,747
N	14,508	6,082	5,697	5,954	4,618	1,722	4,041	5,890	10,368	1,974	1,207
O	11,615	9,121	19,111	13,058	4,494	5,608	1,053	5,369	9,095	931	0
P	2,446	9,656	4,992	6,922	3,446	6,475	1,991	6,688	9,635	4,755	890
Q	12,385	6,115	7,995	9,348	4,506	6,337	1,968	7,932	11,712	3,287	957
R	10,990	8,307	4,997	8,623	3,831	5,864	1,962	5,797	8,728	3,727	0
S	5,309	2,692	3,539	5,568	224	3,119	273	2,771	4,036	765	17
TOTAL	149,152	101,542	218,766	231,084	77,489	104,194	24,247	102,544	221,924	31,965	15,795

LIBRARY LABOR COST ACCOUNTING SYSTEM

ACTIVITY DETAIL FOR A/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	3	.75	229	59.00	1,014	327.00			1,246	386.75
2 REQUEST	47	10.50	112	26.00	6	2.00			165	38.50
5 TYPE	4	.75	81	19.25	524	182.75	59	31.50	668	234.25
6 OTHER	24	4.75			26	8.75			50	13.50
SUB-TOTAL	78	16.75	422	104.25	1,570	520.50	59	31.50	2,129	673.00
B. ORDER										
7 SEARCH	100	22.25	506	132.25	1,101	390.50	2	1.00	1,709	546.00
742 SEARCH			13	3.00	26	9.50			39	12.50
743 NUC					29	10.75			29	10.75
744 MCRS			13	3.00	47	17.00			60	20.00
745 CARDSET										
8 VENDOR	2	.50	54	12.75	61	21.75			117	35.00
10 TYPE PO			15	4.00	629	216.50	52	19.00	696	239.50
11 REVISE			160	37.25	4	1.50			164	38.75
12 SIGN	3	.50	44	11.50	41	14.50			88	26.50
13 FILE			107	25.25	322	115.25			429	140.50
14 ENCUMBER			136	35.50	140	48.50			276	84.00
15 OTHER	1	.25	35	9.25	243	75.50			279	85.00
SUB-TOTAL	106	23.50	1,083	273.75	2,643	921.25	54	20.00	3,886	1,238.50
C. RECEIVE										
16 UNPACK	11	2.50	72	19.00	227	73.75	49	27.25	359	122.50
18 ON ORDER	3	.75	1	.25	156	51.00	56	21.25	216	73.25
19 KARDEX					834	282.00	155	68.50	989	350.50
20 COLLATE										
21 RETURN	15	3.25	9	2.25	246	79.75			270	85.25
22 ACCESS	10	2.25			2	.75			12	3.00
23 SOURCE	3	.50	2	.50					5	1.00
24 GIFT	1	.25	66	15.75	62	22.50			129	38.50
25 DISTRIB	39	7.25			304	110.00			343	117.25
26 RECEIPT			23	6.00	7	2.75			30	8.75
27 INVOICE	7	1.50	180	47.00	407	133.75	60	22.50	654	204.75
28 EXPEND			123	32.00	34	12.25			157	44.25
29 OTHER	220	53.50	74	18.75	989	320.25	372	161.00	1,655	553.50
SUB-TOTAL	309	71.75	550	141.50	3,268	1,088.75	692	300.50	4,819	1,602.50
D. POST CAT										
30 CLEAR	2	.50	99	23.50	174	64.00	29	17.25	304	105.25
31 FILE			62	16.25	19	6.25	6	2.50	87	25.00
32 NOTIFY	20	3.25	1	.25	126	42.75	8	4.50	155	50.75
33 LIST			52	15.50	52	17.00			104	32.50
34 OTHER	20	4.25	5	1.25					25	5.50
SUB-TOTAL	42	8.00	219	56.75	371	130.00	43	24.25	675	219.00

LIBRARY LABOR COST ACCOUNTING SYSTEM

ACTIVITY DETAIL FOR A/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	297	57.25	367	104.25	361	121.25	11	6.50	1,036	289.25
36 CLAIMS			5	1.25	134	43.00			139	44.25
37 CANCEL			14	3.75	112	37.25			126	41.00
38 O.P.	15	3.50	1	.25	420	134.00			436	137.75
39 INQUIRY	16	3.00	217	63.75	293	96.75			526	163.50
40 OTHER			21	5.50	118	37.25			139	42.75
SUB-TOTAL	328	63.75	625	178.75	1,438	469.50	11	6.50	2,402	718.50
SUB-TOTAL	863	183.75	2,899	755.00	9,290	3,130.00	859	382.75	13,911	4,451.50
II. CATALOG										
F. PRE CAT										
41 SORT	4	.75	25	6.75	75	25.00	15	9.00	119	41.50
42 SEARCH	4	.75	8	2.00	127	46.50	18	9.50	157	58.75
43 NUC	367	67.75	140	42.75	201	70.75	2	1.00	650	182.25
44 MCRS	70	13.50	52	16.25	237	103.25	58	33.75	477	166.75
45 CARDSET										
46 OTHER	37	7.00	7	2.00	1	.25	4	2.00	49	11.25
SUB-TOTAL	522	89.75	232	69.75	701	245.75	97	55.25	1,452	460.50
G. LC DATA										
47 ORD CRDS										
48 REC LC					11	4.25	7	4.25	18	8.50
49 REC PS			2	.50			13	7.50	15	8.00
50 FILE							11	6.25	11	6.25
51 OTHER							2	1.00	2	1.00
SUB-TOTAL			2	.50	11	4.25	33	19.00	46	23.75
H. ADD C/V										
52 ADD C/V			63	18.75	657	220.25			720	239.00
53 OTHER	25	4.75			24	8.50			49	13.25
SUB-TOTAL	25	4.75	63	18.75	681	228.75			769	252.25
I. LC CAT										
54 MATCH	12	2.25	21	6.00	11	3.75	6	3.25	50	15.25
55 CATALOG	1,259	239.75	686	216.50	19	6.75			1,964	463.00
55A SL CHK	91	16.25	95	30.00	1	.50			187	46.75
56 REVISE	53	9.75	47	14.75					100	24.50
57 OTHER	55	9.75	48	15.25	1	.25			104	25.25
SUB-TOTAL	1,470	277.75	897	282.50	32	11.25	6	3.25	2,405	574.75
J. ORIG CAT										
58 CATALOG	2,252	450.75							2,252	450.75
59 REVISE	46	8.25	12	3.00					58	11.25
60 SL CHK	66	13.00							66	13.00

LIBRARY LABOR COST ACCOUNTING SYSTEM

ACTIVITY DETAIL FOR A/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER	74	13.50							74	13.50
SUB-TOTAL	2,438	485.50	12	3.00					2,450	488.50
K. ORD PROC										
62 SET CDS										
63 MASTER	59	15.50	462	123.00	377	129.50			898	268.00
64 REV MSTR	70	16.25	147	43.75	92	28.50			309	88.50
65 MODIFY			9	2.50	251	85.50	6	3.50	266	91.50
66 REPRO			18	5.00	47	18.00	81	47.75	146	70.75
67 SORT			2	.50	1	.50	38	22.25	41	23.25
68 NO, A E	23	6.00	274	75.00	517	184.00	23	13.00	837	278.00
69 REV TYPE			90	28.50	2	.75			92	29.25
70 AUTH CD	13	2.50	20	5.25	40	13.00			73	20.75
71 X REF CD			5	1.50	16	5.50			21	7.00
72 OTHER	24	4.50	20	6.00	197	67.00	63	36.25	304	113.75
SUB-TOTAL	189	44.75	1,047	291.00	1,540	532.25	211	122.75	2,987	990.75
L. END PROC										
73 CIRC CD			24	7.50	246	86.00	155	86.75	425	180.25
74 BK POKT					2	.75	10	4.75	12	5.50
75 SPINE	4	1.00	44	11.25	43	14.75	209	103.50	300	130.50
76 FIX SLP					390	121.25	25	13.75	415	135.00
77 FIX REV										
78 STAMP			1	.25	60	20.25	45	24.50	106	45.00
79 JACKET							5	2.75	5	2.75
80 BINDERY			101	29.25	458	171.00			559	200.25
81 MENDING			8	2.00	244	76.00	489	255.00	741	333.00
82 REVISE	96	15.50	425	123.50	53	16.75	2	1.00	570	156.75
83 DISTRIB	1	.25	3	.75	1	.50	18	8.75	23	10.25
84 WORAWAL	36	6.75	32	8.75	48	16.25	1	.75	117	32.50
85 OTHER	47	8.75			223	69.25	42	23.75	312	101.75
SUB-TOTAL	178	32.25	638	183.25	1,768	592.75	1,001	525.25	3,585	1,333.50
M. FILING										
86 SORT SL			14	3.75	34	12.50	4	2.50	52	18.75
87 FILE SL	2	.50	77	21.50	61	22.00	2	1.25	142	45.25
88 REV SL	6	1.00	15	3.75	2	.75			23	5.50
89 SORT CAT			13	3.75	18	6.25	92	52.50	123	62.50
90 FILE CAT	54	9.00	158	46.75	421	147.25	76	44.50	709	247.50
91 REV CAT	59	10.75	94	27.25	13	4.25			166	42.25
92 MAINTAIN	232	40.25	131	36.50	190	62.25	100	58.00	653	197.00
93 OTHER	60	12.00	12	3.50			1	.50	73	16.00
SUB-TOTAL	413	73.50	514	146.75	739	255.25	275	159.25	1,941	634.75
SUB-TOTAL	5,135	1,008.25	3,405	995.50	5,472	1,870.25	1,623	884.75	15,635	4,758.75
TOTAL $	5,998		6,304		14,762		2,482		29,546	
HRS		1,192.00		1,750.50		5,000.25		1,267.50		9,210.25